

# **2001 HUMAN RESOURCES INFORMATION AND PLANNING GUIDE**



**Office of Human Resources  
March 2001**



# INTRODUCTION

The Human Resources Information and Planning Guide is published annually. It provides comprehensive personnel information on a fiscal year basis. The 2001 Guide is designed to be used by FHWA managers, supervisors and administrative staff for work force planning. The 2001 Guide is also available to all employees on the FHWA Intranet at <http://intra.FHWA.dot.gov/opt/hrinfo/PGUIDE01/Pg01toc.htm>. In FY 2000, the Federal Motor Carrier Safety Administration (FMCSA) was established. The guide does not reflect FY 2000 FMCSA employment. The Guide is organized into five sections by organization, occupation, diversity, separations and work force planning.

- o Section I provides a variety of exhibits on the organizational structure such as employment, grade structure, work force dispersion, and employment trends.
- o Section II examines occupational information, age, length-of-service, and retirement eligibility profiles.
- o Section III focuses on statistical data related to minorities and women.
- o Section IV includes exhibits on historical turnover rates.
- o Section V displays information on work force planning by position categories and specialties.

Inquiries concerning the Human Resources Information and Planning Guide may be made to Arabella Wright at (202) 366-1207.

Jerry A. Hawkins  
Director, Office of Human Resources

**THIS PAGE INTENTIONALLY LEFT BLANK**

## DEFINITION OF TERMS

**ACCESSIONS** - New Full-time appointments such as new hires, reinstatements, conversions to permanent appointments, etc., that result in additions to Federal Highway Administration's rolls.

**ADMINISTRATIVE AND PROGRAM MANAGEMENT** - Two-grade interval positions included in occupational groups which are predominately administrative in nature, such as Personnel Management Specialist (201), Management Analyst (343), and Contract Specialist (1102).

**ENGINEERING TECHNICIANS** - Positions included in occupational series Engineering Technician (802), Engineering Drafting (818), and Electronic Technician (856).

**FINANCIAL SPECIALISTS** - Positions included in occupational series Financial Administration (501), Financial Management (505), Accounting (510), Budget Analysis (560).

**HIGHWAY ENGINEERS** - Positions included in occupational series General Engineer (801) and Civil Engineer (810).

**OCCUPATIONAL GROUP** - Each occupational group embraces, generally, several types of positions in associated or related occupations, professions, or activities within the schedule. For example, the occupational group, Personnel Management, includes Personnel Management Specialist, Personnel Staffing Specialist, Employee Relations Specialist and Employee Development Specialist.

**OPTIONAL RETIREMENT** - Optional retirement refers to voluntary retirement upon reaching the required combination of length of service and age eligibility. For example, Civil Service Retirement System employees are eligible to retire at age 55 with 30 years of service; age 60 with 20 years of service; and age 62 with 5 years of service.

**PATCO CATEGORIES** - These categories are Professional, Administrative, Technical, Clerical and Other. In this Guide, Professional and Administrative categories are combined. For a complete list see Federal Personnel Manual Supplement 292-1, Book IV, OPT-PAT-030.

**SECRETARIES AND OFFICE SUPPORT** - Positions included in occupational series Secretary (318), Office Automation Clerk (326), and Clerk-Stenographer (312).

**SEPARATIONS** - Separations include all actions that remove employees either temporarily or permanently from the agency's rolls.

**TECHNICAL AND CLERICAL SUPPORT** - This is an occupational group comprising Technical and Clerical employees who are not counted elsewhere in the Guide.

**VOLUNTARY SEPARATIONS** - A separation from the agency initiated by the employee such as resignation.

# TABLE OF CONTENTS

	<u>PAGE NO.</u>
<b>INTRODUCTION .....</b>	<b>i</b>
<b>DEFINITION OF TERMS .....</b>	<b>iii</b>
<b><u>SECTION I ORGANIZATIONAL INFORMATION</u> .....</b>	<b>I-1</b>
FHWA Employment Trends FY 1980 – FY 2000 .....	I-3
FHWA Work Force as of September 30, 2000 .....	I-4
Permanent Employment by Location .....	I-5
FHWA Permanent Employment as of September 30, 2000 .....	I-6
Employment by Grade .....	I-7
SES & Grade 15 and 14 in Permanent Positions .....	I-8
Ratios of Total Employees to Supervisors .....	I-9
Changes in the Grade Structure of Permanent GM/GS Employees .....	I-10
Average Grade (Pay Plans GM/GS) .....	I-11
Resource Center Employment by Office .....	I-12
Division Office Employment by Staff Offices .....	I-13
<b><u>SECTION II OCCUPATIONAL INFORMATION</u> .....</b>	<b>II-1</b>
FHWA Work Force by Major Occupations as September 30, 2000 .....	II-3
Grade Structure by Key Occupation .....	II-4
Employment by Major Occupational Groups .....	II-5
Work Force Within Key Occupations by Age, Average Age, and Length of Service .....	II-6
Employees Eligible for Optional Retirement Within the Next 5 Years .....	II-7
Employees Eligible for Optional Retirement Within the Next 5 Years by Grade .....	II-8
Separations Rates in Major Occupations During FY 2000 .....	II-10

<b>SECTION III DIVERSITY INFORMATION .....</b>	<b>III-1</b>
FHWA Permanent Hires for FY 2000 .....	III-3
FHWA Permanent Promotions for FY 2000 .....	III-4
FHWA Professional & Administrative Employment by Minority Group and Gender .....	III-5
Employment by Minority Group and Gender .....	III-6
FHWA Average Grade Total Permanent Vs. Minority and Women .....	III-8
Minorities and Women Grade 13 through 15 and SES as of September 30, 2000 .....	III-9
Employment by Minority Group, Gender and Pay System .....	III-10
Permanent Employment by Minority Designation and Grade .....	III-11
Changes in the Grade Distribution of Women in FHWA .....	III-12
Changes in the Senior Level and Mid-Level Employment of Minorities and Women As of September 30, 2000 .....	III-13
Managers and Supervisors in Permanent Positions .....	III-14
Outstanding Performance Ratings .....	III-15
Performance and Incentive Awards .....	III-16
Number of Training Courses Attended by Gender and Minority Designation .....	III-17
Employees by Veteran's Preference .....	III-18
Employees by Disabilities .....	III-19
 <b>SECTION IV SEPARATION INFORMATION .....</b>	 <b>IV-1</b>
Separation Rates: FHWA Vs. Federal Government .....	IV-3
Separation History – Total Permanent Employment .....	IV-4
Separation Rates – By Occupations .....	IV-5



<b>SECTION V   WORKFORCE PLANNING INFORMATION .....</b>	<b>V-1</b>
Position Category and Specialty Report .....	V-3
Position Category and Specialty by Grade .....	V-6
Position Category and Specialty by Retirement Eligibility .....	V-9
Averages for Position Category and Specialty .....	V-12



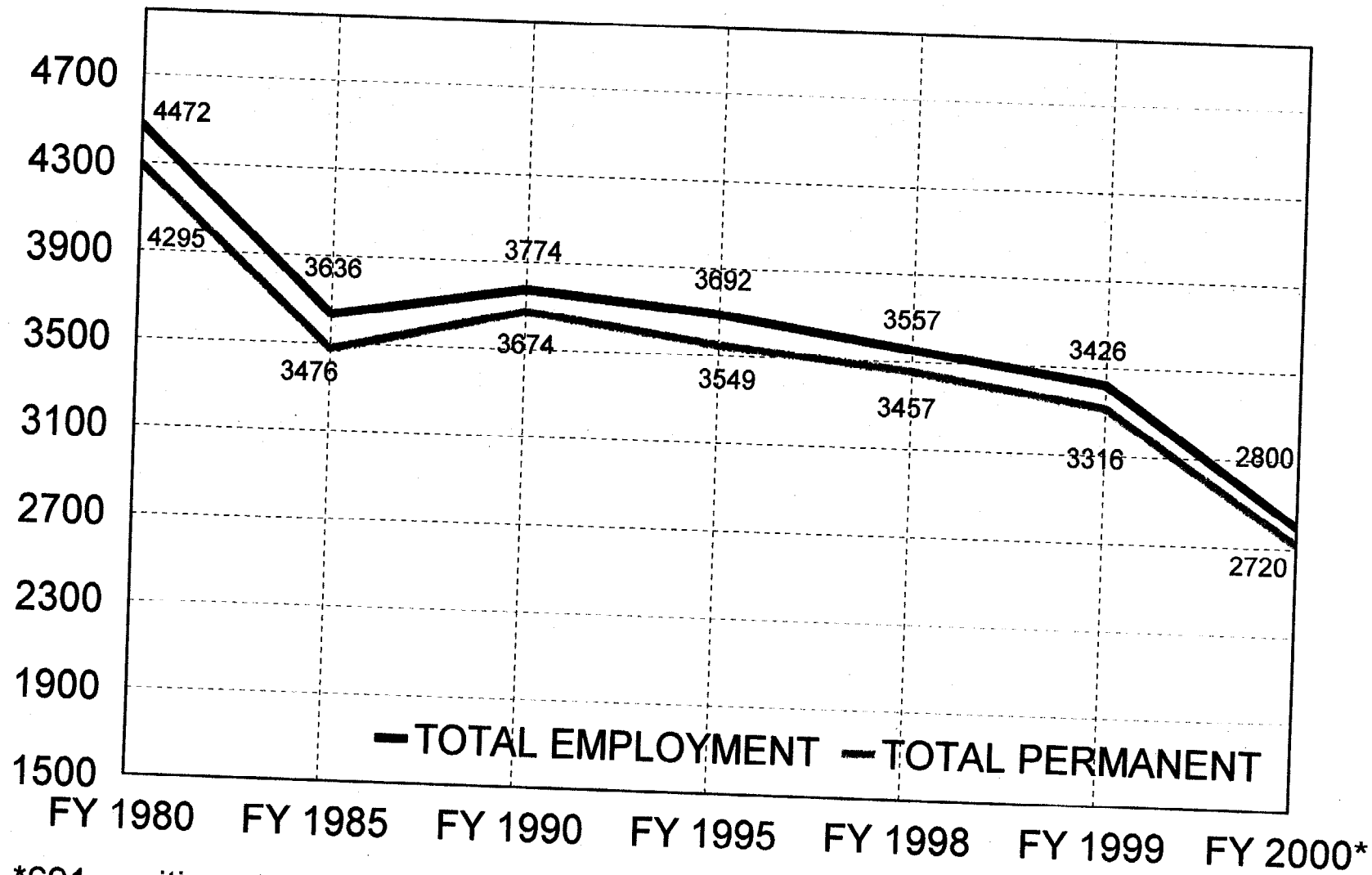
# **SECTION I**

## **ORGANIZATIONAL INFORMATION**



# FHWA EMPLOYMENT TRENDS

FY 1980 - FY 2000

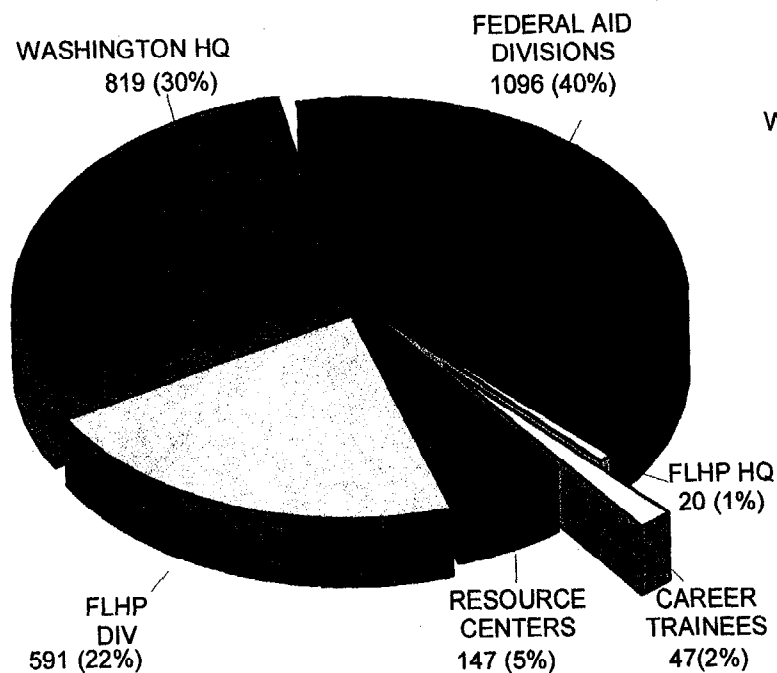


\*691 positions transferred to FMCSA during FY 2000

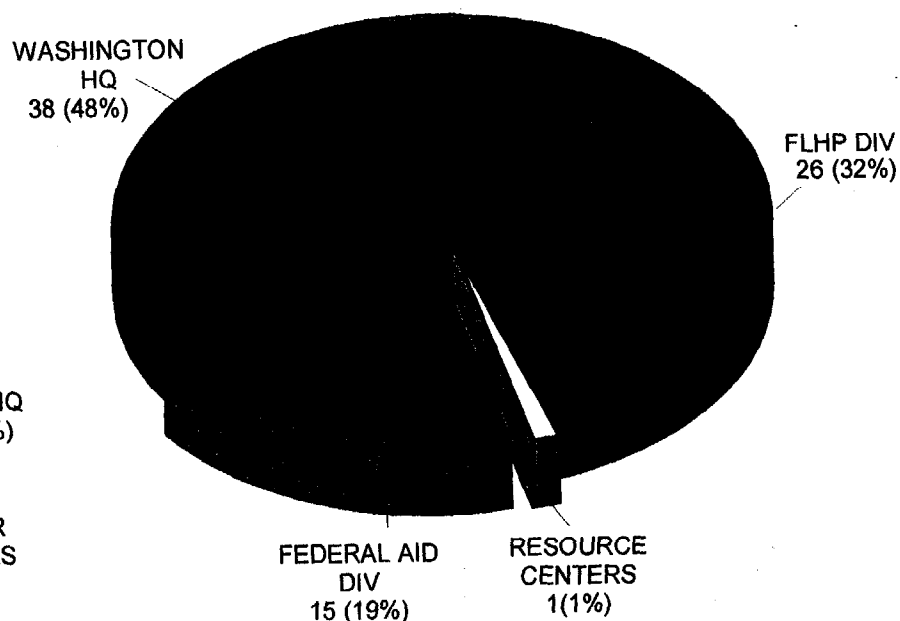
# FHWA WORK FORCE

## AS OF SEPTEMBER 30, 2000

**PERMANENT WORK FORCE**  
**TOTAL----2720**



**ALL OTHER WORK FORCE**  
**TOTAL----80**



**FEDERAL HIGHWAY ADMINISTRATION**  
**PERMANENT EMPLOYMENT BY LOCATION**

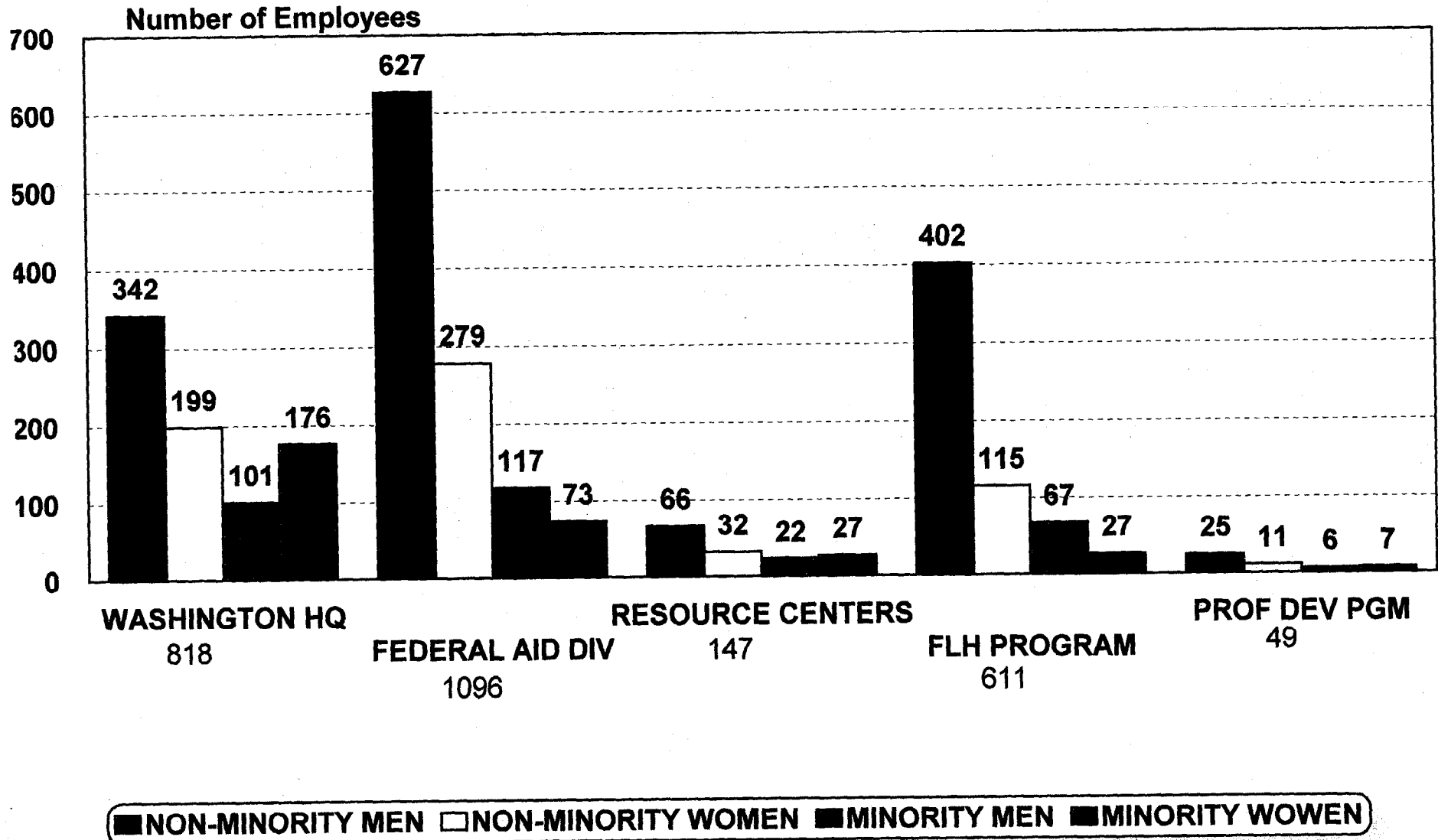
**AS OF SEPTEMBER 30, 2000**

ORGANIZATION	MINORITY MEN		MINORITY WOMEN		NON-MINORITY MEN		NON-MINORITY WOMEN		TOTAL NO.
	NO.	%	NO.	%	NO.	%	NO.	%	
FHWA ADMINISTRATOR	2	14.3%	7	50.0%	3	21.4%	2	14.3%	14
FED. LANDS HWY. OFFICE	3	15.0%	4	20.0%	10	50.0%	3	15.0%	20
INFRASTRUCTURE	22	25.3%	16	18.4%	39	44.8%	10	11.5%	87
OPERATIONS	9	12.7%	10	14.1%	38	53.5%	14	19.7%	71
PLANNING & ENVIRONMENT	9	9.2%	16	16.3%	48	49.0%	25	25.5%	98
SAFETY	4	16.7%	2	8.3%	13	54.2%	5	20.8%	24
ADMINISTRATION	24	10.2%	75	31.8%	64	27.1%	73	30.9%	236
PROF DEV PROGRAM*	6	12.2%	7	14.3%	25	51.0%	11	22.4%	49
CHIEF COUNSEL	6	9.8%	11	18.0%	19	31.1%	25	41.0%	61
CIVIL RIGHTS	3	17.6%	12	70.6%	2	11.8%	0	0.0%	17
CORPORATE MANAGEMENT	0	0.0%	1	9.1%	6	54.5%	4	36.4%	11
POLICY	8	10.4%	17	22.1%	35	45.5%	17	22.1%	77
PROFESSIONAL DEVELOPMENT	1	6.7%	1	6.7%	8	53.3%	5	33.3%	15
PUBLIC AFFAIRS	0	0.0%	3	37.5%	2	25.0%	3	37.5%	8
RESEARCH DEVELOPMENT	13	13.1%	5	5.1%	65	65.7%	16	16.2%	99
<b>WASHINGTON HQ SUB-TOTAL</b>	<b>110</b>	<b>12.4%</b>	<b>187</b>	<b>21.1%</b>	<b>377</b>	<b>42.5%</b>	<b>213</b>	<b>24.0%</b>	<b>887</b>
EASTERN RESOURCE CENTER	10	25.6%	5	12.8%	16	41.0%	8	20.5%	39
SOUTHERN RESOURCE CENTER	7	17.9%	8	20.5%	18	46.2%	6	15.4%	39
MIDWESTERN RESOURCE CTR	2	5.7%	6	17.1%	19	54.3%	8	22.9%	35
WESTERN RESOURCE CENTER	3	8.8%	8	23.5%	13	38.2%	10	29.4%	34
<b>RESOURCE CTR SUB TOTALS</b>	<b>22</b>	<b>15.0%</b>	<b>27</b>	<b>18.4%</b>	<b>66</b>	<b>44.9%</b>	<b>32</b>	<b>21.8%</b>	<b>147</b>
<b>FEDERAL AID DIVISIONS</b>	<b>117</b>	<b>10.7%</b>	<b>73</b>	<b>6.7%</b>	<b>627</b>	<b>57.3%</b>	<b>278</b>	<b>25.4%</b>	<b>1095</b>
EASTERN FLH DIVISION	35	15.8%	5	2.3%	142	64.3%	39	17.6%	221
CENTRAL FLH DIVISION	17	8.9%	12	6.3%	123	64.7%	38	20.0%	190
WESTERN FLH DIVISION	12	6.7%	6	3.3%	127	70.6%	35	19.4%	180
<b>FLH DIVISIONS SUB-TOTAL</b>	<b>64</b>	<b>10.8%</b>	<b>23</b>	<b>3.9%</b>	<b>392</b>	<b>66.3%</b>	<b>112</b>	<b>19.0%</b>	<b>591</b>
<b>FHWA AGENCY TOTAL</b>	<b>313</b>	<b>11.5%</b>	<b>310</b>	<b>11.4%</b>	<b>1462</b>	<b>53.8%</b>	<b>635</b>	<b>23.3%</b>	<b>2720</b>

\* Includes COOP students assigned to the Professional Development Program.

# FHWA PERMANENT EMPLOYMENT

## AS OF SEPTEMBER 30, 2000



Note: FLH includes both Field & HQ employees.



**FHWA EMPLOYMENT BY GRADE**  
**EMPLOYEES IN PERMANENT POSITIONS**  
**AS OF SEPTEMBER 30, 2000**

PAY PLAN AND GRADE	FEDERAL-AID WASH. DIV. HQ OFFICES		FEDERAL LANDS PROGRAM WASH. EAST CENTRAL WEST HQ DIVISION DIVISION DIVISION				RESOURCE CENTERS EASTERN MIDWEST SOUTHERN WESTERN				PDP	AGENCY TOTAL	CHANGE FROM 9/30/1999 *
SES	38		1	1	1	1	1	1	1			45	-3
GM/GS-15	119	52	1				1	1	1	1		176	-31
14	191	67	8	6	6	4	7	11	5	7		312	-15
13	241	386	7	37	27	26	22	14	26	18	1	805	-106
12	67	347	1	73	57	52	2	1	1	1		602	-259
11	29	45		51	27	30		1		2	7	192	-31
10	1				12	10						23	-5
9	32	18	1	16	15	13	1				33	129	-20
8	25	2		1	12	5	1	3	1	3		53	-13
7	49	53	1	13	8	14	1	1	3		6	149	-63
6	18	68		9	4	3	2	2	1	2		109	-37
5	6	54		5	7	5	1					78	-21
4	3	3		9	13	11						39	9
3		1				1						2	1
TOTAL GM/GS	781	1096	19	220	188	174	38	34	38	34	47	2669	-591
WAGE GRADE					1	5						6	-2
OTHER PAY PLANS													0
TOTAL EMPLOYMENT AS OF 9-30-2000	819	1096	20	221	190	180	39	35	39	34	47	2720	-596
CHANGE FROM 9/30/1999 *	19	44	-1				-21	-16	-17	-24	0	-596	

\* Change in employment from 9/30/99 reflected mostly due to transfer of function to FMCSA.

**FEDERAL HIGHWAY ADMINISTRATION  
SES & GRADE 15 & 14 IN PERMANENT POSITIONS  
AS OF SEPTEMBER 30, 2000**

ORGANIZATION	SES	GRADE 15	GRADE 14	TOTALS
FHWA ADMINISTRATOR	2	1	2	5
FEDERAL LANDS HWY. OFFICE	1	1	8	10
INFRASTRUCTURE	4	12	19	35
OPERATIONS	3	22	18	43
PLANNING & ENVIRONMENT	6	16	21	43
SAFETY	1	3	5	9
ADMINISTRATION	5	14	40	59
PROFESSIONAL DEV. PGM.	0	0	0	0
CHIEF COUNSEL	3	19	19	41
CIVIL RIGHTS	1	3	3	7
CORPORATE MANAGEMENT	1	5	1	7
POLICY	4	13	21	38
PROFESSIONAL DEVELOPMENT	2	2	3	7
PUBLIC AFFAIRS	1	0	3	4
RESEARCH DEVELOPMENT	5	9	34	48
<b>WASHINGTON HQ SUB-TOTAL</b>	<b>39</b>	<b>120</b>	<b>197</b>	<b>356</b>
EASTERN RESOURCE CENTER	1	1	7	9
SOUTHERN RESOURCE CENTER	1	1	5	7
MIDWESTERN RESOURCE CENTER	1	1	11	13
WESTERN RESOURCE CENTER	0	1	7	8
<b>RESOURCE CENTER SUB-TOTAL</b>	<b>3</b>	<b>4</b>	<b>30</b>	<b>37</b>
FEDERAL AID DIVISION	0	52	67	119
<b>DIVISION SUB-TOTAL</b>	<b>0</b>	<b>52</b>	<b>67</b>	<b>119</b>
CENTRAL FLH DIVISION	1	0	6	7
EASTERN FLH DIVISION	1	0	6	7
WESTERN FLH DIVISION	1	0	4	5
<b>FLH DIVISION SUB-TOTAL</b>	<b>3</b>	<b>0</b>	<b>16</b>	<b>19</b>
<b>FHWA AGENCY TOTAL</b>	<b>45</b>	<b>176</b>	<b>310</b>	<b>531</b>

**RATIOS OF TOTAL EMPLOYEES TO SUPERVISORS  
AS OF SEPTEMBER 30, 2000**

ORGANIZATION	SUPERVISORS/ MANAGERS	NON- SUPERVISORS	RATIOS
FHWA ADMINISTRATOR	3	13	4.3
FED. LANDS HWY OFFICE	2	18	9.0
INFRASTRUCTURE	6	82	13.7
OPERATIONS	8	64	8.0
PLANNING & ENVIRONMENT	9	91	10.1
SAFETY	2	24	12.0
ADMINISTRATION	16	229	14.3
PROFESSIONAL DEV PRGM *	0	47	0.0
COOP TECH	0	18	0.0
CHIEF COUNSEL	5	58	11.6
CIVIL RIGHTS	3	14	4.7
CORPORATE MANAGEMENT	1	10	10.0
POLICY	7	72	10.3
PROFESSIONAL DEVELOPMENT	2	13	6.5
PUBLIC AFFAIRS	1	8	8.0
RESEARCH DEVELOPMENT	10	89	8.9
EASTERN RESOURCE CENTER	2	37	18.5
SOUTHERN RESOURCE CENTER	2	38	19.0
MIDWESTERN RESOURCE CENTER	2	33	16.5
WESTERN RESOURCE CENTER	1	33	33.0
EASTERN FLH DIVISION	21	204	9.7
CENTRAL FLH DIVISION	14	184	13.1
WESTERN FLH DIVISION	17	177	10.4

NOTE: The supervisory data in this chart includes: supervisors who supervise at least 3 employees or spend at least 25% of their time supervising staff, and managers who direct the work of an organization (Supervisory Evaluation Guide definitions). CSRS supervisory personnel (supervisory designation of 4) are not reflected in the totals or ratios. Employees in Professional Development positions are shown at locations where physically assigned.

# CHANGES IN THE GRADE STRUCTURE EMPLOYEES IN PERMANENT POSITIONS

PAY PLAN AND GRADE	NUMBER OF EMPLOYEES					
	9-30-80	9-30-90	9-30-97	9-30-98	9-30-99	9-30-2000
SES	49	57	55	55	48	45
GM/GS						
15	196	178	209	201	207	176
14	376	322	333	335	327	312
13	762	738	931	926	911	805
12	891	678	903	908	861	602
11	317	436	253	230	223	192
10	5	6	15	23	28	23
9	285	223	175	175	149	129
8	30	40	67	66	66	53
7	255	406	240	212	212	149
6	289	233	214	181	146	109
5	373	191	119	101	99	78
4	288	125	34	31	30	39
3	113	13	7	3	1	2
2	15	11	0	0	0	0
1	0	1	0	0	0	0
GM/GS 1-15 TOTAL	4195	3600	3500	3392	3260	2669
OTHER	50	17	11	10	8	6
TOTAL	4294	3674	3566	3457	3316	2720
AVERAGE GRADE GM/GS 1-15	10.02	10.51	11.28	11.41	11.48	11.57
PERCENT INCREASE IN AVERAGE GRADE OVER 1980 FIGURES		4.9	12.6	13.9	14.6	15.5

10

**FHWA AVERAGE GRADE (PAY PLANS GM/GS)  
EMPLOYEES IN PERMANENT POSITIONS  
AS OF SEPTEMBER 30, 2000**

<b>ORGANIZATION</b>	<b>AVERAGE GRADE</b>	<b>NUMBER OF EMPLOYEES 9-30-2000</b>
FHWA ADMINISTRATOR	10.75	12
FEDERAL LANDS HIGHWAY OFFICE	12.95	19
INFRASTRUCTURE	12.51	83
OPERATIONS	13.29	68
PLANNING & ENVIRONMENT	12.83	92
SAFETY	12.70	23
ADMINISTRATION	11.56	231
PROFESSIONAL DEV PRGM	9.13	47
COOPS TECH	4.50	2
CHIEF COUNSEL	13.03	58
CIVIL RIGHTS	11.75	16
CORPORATE MANAGEMENT	13.60	10
POLICY	12.78	73
PROFESSIONAL DEVELOPMENT	12.69	13
PUBLIC AFFAIRS	10.71	7
RESEARCH DEVELOPMENT	13.14	94
<b>WASHINGTON DC SUB-TOTAL</b>		
EASTERN RESOURCE CENTER	12.21	38
SOUTHERN RESOURCE CENTER	12.37	38
MIDWESTERN RESOURCE CENTER	12.26	34
WESTERN RESOURCE CENTER	12.26	34
<b>RESOURCE CENTERS SUB-TOTAL</b>		
<b>FEDERAL AID DIVISIONS</b>		
EASTERN FLH DIVISION	10.73	220
CENTRAL FLH DIVISION	10.29	188
WESTERN FLH DIVISION	10.30	174
<b>FLH DIVISIONS SUB-TOTAL</b>		
<b>FHWA AGENCY TOTAL</b>		

# RESOURCE CENTER EMPLOYMENT BY OFFICE

EMPLOYEES IN PERMANENT POSITIONS AS OF SEPTEMBER 30, 2000

EASTERN RESOURCE CENTER	3	35	38
MIDWESTERN RESOURCE CENTER	6	28	34
SOUTHERN RESOUCCE CENTER	2	37	39
WESTERN RESOUCCE CENTER	3	31	34
<b>TOTAL</b>	<b>14</b>	<b>131</b>	<b>145</b>

RESOURCE CENTER EMPLOYMENT  
AS A PERCENT OF FIELD EMPLOYMENT

11.25%

RESOURCE CENTER EMPLOYMENT  
AS A PERCENT OF FHWA EMPLOYMENT

5.33%

**DIVISION OFFICE EMPLOYMENT**  
**EMPLOYEES IN PERMANENT POSITIONS AS OF SEPTEMBER 30, 2000**

PAGE 1

DIVISION OFFICES	EASTERN RESOURCE CENTER		MIDWESTERN RESOURCE CENTER		SOUTHERN RESOURCE CENTER		WESTERN RESOURCE CENTER		
	CT	DE	IL	IA	AL	AR	CO	AZ	AK
DIVISION ADMINISTRATOR	3	4	7	5	5	4	1	3	1
ENGINEERING COORDINATION			11						
PLANNING & RESEARCH	5	1	9	3	1	3		4	
STRUCTURES & SAFETY MANAGEMENT	1			1	1			1	
ENVIRONMENT/RIGHT-OF-WAY		1	2	2	2	1		1	
ADMINISTRATIVE/FINANCIAL MANAGEMENT	5	3	4	2	2	4	5	5	5
PROJECT/PROGRAM DEVELOPMENT			7	1			5		3
DISTRICT AREA/OPERATIONS	6	3	11	6	7	6	9	6	4
PRECONSTRUCTION STAFF				1					
SAFETY RESEARCH & TECHNOLOGY					4				
DIVISION SUB-TOTAL	20	12	51	21	22	18	20	20	13
	ME	DC	IN	KS	FL	LA	MT	CA	ID
DIVISION ADMINISTRATOR	1	5	3	4	6	6	3	9	2
ENGINEERING COORDINATION	3					2			
PLANNING & RESEARCH	1		6	3	6	3		14	
STRUCTURES & SAFETY MANAGEMENT	1				2	1			
ENVIRONMENT/RIGHT-OF-WAY	1			1	2	1			
ADMINISTRATIVE/FINANCIAL MANAGEMENT	6	3	4	5	6	4	3		5
PROJECT/PROGRAM DEVELOPMENT	3		6	4			6		3
DISTRICT AREA/OPERATIONS		3	10	4	11	6	4	19	3
PRECONSTRUCTION STAFF									
SAFETY RESEARCH & TECHNOLOGY					5			10	
DIVISION SUB-TOTAL	16	11	29	21	38	23	16	52	13
	MA	MD	MI	MO	GA	NM	ND	HI	OR
DIVISION ADMINISTRATOR	1	7	3	5	3	4	3	4	5
ENGINEERING COORDINATION	3		5						
PLANNING & RESEARCH	3	4		2	4	3	2		
STRUCTURES & SAFETY MANAGEMENT	2	1				1			1
ENVIRONMENT/RIGHT-OF-WAY	1	1				1			1
ADMINISTRATIVE/FINANCIAL MANAGEMENT	2	5		6	5	3	3	3	6
PROJECT/PROGRAM DEVELOPMENT	14		10	3	4				3
DISTRICT AREA/OPERATIONS	3	6	11	7	5	5	5	5	5
PRECONSTRUCTION STAFF									
SAFETY RESEARCH & TECHNOLOGY									
DIVISION SUB-TOTAL	29	24	29	23	21	17	13	12	21

**DIVISION OFFICE EMPLOYMENT  
EMPLOYEES IN PERMANENT POSITIONS AS OF SEPTEMBER 30, 2000**

PAGE 2

DIVISION OFFICES	EASTERN RESOURCE CENTER		MIDWESTERN RESOURCE CENTER		SOUTHERN RESOURCE CENTER		WESTERN RESOURCE CENTER		
	NH	PA	MN	NE	KY	OK	SD	NV	WA
DIVISION ADMINISTRATOR	1	2	4	3	5	3	1	3	3
ENGINEERING COORDINATION	8		3	1					
PLANNING & RESEARCH		8	2	1	2	3		1	
STRUCTURES & SAFETY MANAGEMENT		1		1	1				
ENVIRONMENT/RIGHT-OF-WAY		1		1	2			1	
ADMINISTRATIVE/FINANCIAL MANAGEMENT	2	10	9	3	3	5	4	2	
PROJECT/PROGRAM DEVELOPMENT		4	4		7		4		23
DISTRICT AREA/OPERATIONS		11	3	5		5	4	5	
PRECONSTRUCTION STAFF									
SAFETY RESEARCH & TECHNOLOGY									
DIVISION SUB-TOTAL	11	37	25	15	20	16	13	12	26
	NJ	VA	OH		MS	TX	UT		
DIVISION ADMINISTRATOR	8	4	3		5	3	2		
ENGINEERING COORDINATION			1			3			
PLANNING & RESEARCH	3	7			1	11			
STRUCTURES & SAFETY MANAGEMENT	2	1			1				
ENVIRONMENT/RIGHT-OF-WAY	1	1			3				
ADMINISTRATIVE/FINANCIAL MANAGEMENT	3	2	7		3	8	5		
PROJECT/PROGRAM DEVELOPMENT		1	10				7		
DISTRICT AREA/OPERATIONS	4	9	8		4	14	5		
PRECONSTRUCTION STAFF									
SAFETY RESEARCH & TECHNOLOGY	5					6			
DIVISION SUB-TOTAL	26	25	29		17	45	19		
	NY	WV	WI		NC		WY		
DIVISION ADMINISTRATOR	8	4	5		3		2		
ENGINEERING COORDINATION					2				
PLANNING & RESEARCH	1	1	3		7				
STRUCTURES & SAFETY MANAGEMENT	3	3			2				
ENVIRONMENT/RIGHT-OF-WAY		2			1				
ADMINISTRATIVE/FINANCIAL MANAGEMENT	6	4	4		3		5		
PROJECT/PROGRAM DEVELOPMENT	8		4						
DISTRICT AREA/OPERATIONS	8	5			7		5		
PRECONSTRUCTION STAFF									
SAFETY RESEARCH & TECHNOLOGY	8		6		4				
DIVISION SUB-TOTAL	42	19	22		29		12		



DIVISION OFFICE EMPLOYMENT  
EMPLOYEES IN PERMANENT POSITIONS AS OF SEPTEMBER 30, 2000

PAGE 3

DIVISION OFFICES	EASTERN RESOURCE CENTER		MIDWESTERN RESOURCE CENTER		SOUTHERN RESOURCE CENTER		WESTERN RESOURCE CENTER			TOTAL
DIVISION ADMINISTRATOR	RI				SC					
ENGINEERING COORDINATION	5				7					
PLANNING & RESEARCH	1				3					
STRUCTURES & SAFETY MANAGEMENT	1				1					
ENVIRONMENT/RIGHT-OF-WAY					1					
ADMINISTRATIVE/FINANCIAL MANAGEMENT	3				1					
PROJECT/PROGRAM DEVELOPMENT										
DISTRICT AREA/OPERATIONS	3				4					
PRECONSTRUCTION STAFF										
SAFETY RESEARCH & TECHNOLOGY					1					
DIVISION SUB-TOTAL	13				18					
DIVISION ADMINISTRATOR	VT				TN					
ENGINEERING COORDINATION	4				3					
PLANNING & RESEARCH	4									
STRUCTURES & SAFETY MANAGEMENT					5					
ENVIRONMENT/RIGHT-OF-WAY					4					
ADMINISTRATIVE/FINANCIAL MANAGEMENT	4				6					
PROJECT/PROGRAM DEVELOPMENT					6					
DISTRICT AREA/OPERATIONS										
PRECONSTRUCTION STAFF										
SAFETY RESEARCH & TECHNOLOGY					1					
DIVISION SUB-TOTAL	12				25					
DIVISION ADMINISTRATOR	RQ									
ENGINEERING COORDINATION	3									
PLANNING & RESEARCH										
STRUCTURES & SAFETY MANAGEMENT										
ENVIRONMENT/RIGHT-OF-WAY										
ADMINISTRATIVE	3									
PROJECT/PROGRAM DEVELOPMENT										
DISTRICT AREA/OPERATIONS	5									
PRECONSTRUCTION STAFF										
SAFETY RESEARCH & TECHNOLOGY										
DIVISION SUB-TOTAL	11									
SUBTOTAL DIVISION OFFICES	180	128	185	80	190	119	93	96	73	1144
TOTALS BY RESOURCE CENTER OFFICES		308		265		309		262		1144
AVERAGE DIVISION EMPLOYMENT		34		27		24		19		22



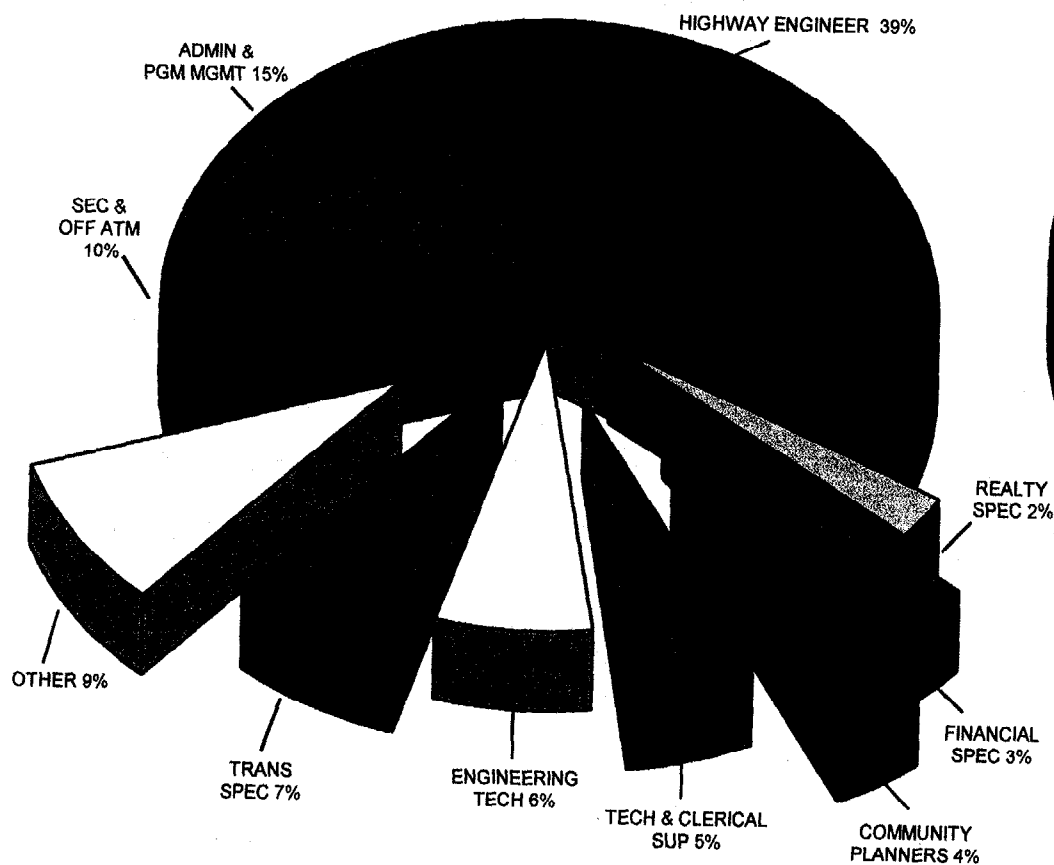
# **SECTION II**

## **OCCUPATIONAL INFORMATION**

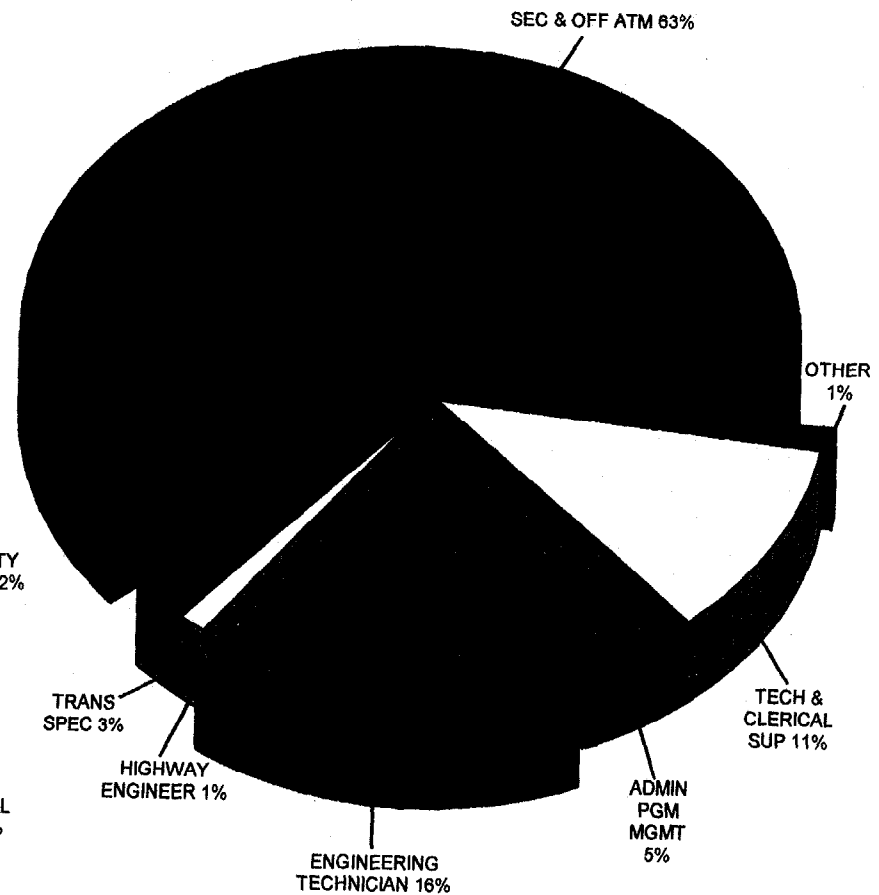


# FHWA WORK FORCE BY MAJOR OCCUPATIONS AS OF SEPTEMBER 30, 2000

**PERMANENT WORK FORCE**  
**TOTAL--2720**



**ALL OTHER WORK FORCE**  
**(Excluding Non-Ceiling)**  
**TOTAL-- 80**



**FHWA GRADE STRUCTURE BY KEY OCCUPATIONS  
ALL EMPLOYEES IN PERMANENT POSITION AS OF SEPTEMBER 30, 2000**

OCCUPATIONS	SES		GM/GS-15		GM/GS-14		GM/GS-13		GRADE 12		GRADE 9-11		GRADE 5-8		GRADE 1-4		OTHER		TOTAL	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
ADMINISTRATIVE & PROGRAM MANAGEMENT	16	3.9%	55	13.5%	79	19.5%	123	30.3%	75	18.5%	50	12.3%	8	2.0%					406	14.9%
ATTORNEYS	3	5.8%	19	36.5%	21	40.4%	3	5.8%	2	3.8%	4	7.7%							52	1.9%
COMMUNITY PLANNERS	4	3.9%	7	6.8%	17	16.5%	42	40.8%	28	27.2%	5	4.9%							103	3.8%
EEO SPECIALISTS	1	2.3%	3	7.0%	7	16.3%	8	18.6%	13	30.2%	8	18.6%	3	7.0%					43	1.6%
FINANCIAL SPECIALISTS	1	1.3%	3	3.8%	8	10.3%	36	46.2%	17	21.8%	9	11.5%	4	5.1%					78	2.9%
ENGINEERING TECH									46	26.7%	98	57.0%	28	16.3%					172	6.3%
HIGHWAY ENGINEERS	12	1.1%	46	4.4%	104	9.9%	425	40.4%	348	33.1%	104	9.9%	12	1.1%					1051	38.6%
OTHER OCCUPATIONS			4	2.9%	21	15.0%	49	35.0%	46	32.9%	20	14.3%							140	5.1%
REALTY SPECIALISTS			2	2.8%	4	5.6%	53	74.6%	6	8.5%	6	8.5%							71	2.6%
SECRETARIES & TYPISTS					1	0.4%					19	7.2%	241	91.3%	3	1.1%			264	9.7%
TECHNICAL/CLERICAL									2	1.4%	9	6.4%	92	65.2%	38	27.0%			141	5.2%
TRANSPORTATION SPEC	8	4.1%	37	19.2%	50	25.9%	66	34.2%	19	9.8%	12	6.2%	1	0.5%					193	7.1%
WAGE GRADE											3	50.0%	3	50.0%					6	0.2%
<b>FHWA AGENCY TOTAL</b>	<b>45</b>	<b>1.7%</b>	<b>176</b>	<b>6.5%</b>	<b>312</b>	<b>11.5%</b>	<b>805</b>	<b>29.6%</b>	<b>602</b>	<b>22.1%</b>	<b>347</b>	<b>12.8%</b>	<b>392</b>	<b>14.4%</b>	<b>41</b>	<b>1.5%</b>	<b>0</b>	<b>0.0%</b>	<b>2720</b>	

\*NOTE: This category includes employees assigned to professional positions in either the GS-200, Personnel Management Series, the GS-300, General Administrative Series, or the GS-1100, Contract Specialist Series. For example, there are 13 SES managers in this category who work in various offices /functions: Policy, Program Development, Safety and System Application, Administration, NHI, Federal Lands Highway and the Administrator's Office.

**FHWA EMPLOYMENT BY MAJOR OCCUPATIONAL GROUPS**  
**EMPLOYEES IN PERMANENT POSITIONS**  
**AS OF SEPTEMBER 30, 2000**

OCCUPATIONS	FEDERAL-AID		FEDERAL LANDS PROGRAM				RESOURCE CENTERS				AGENCY TOTAL	CHANGE FROM 9-30-99*
	WASH. DIVISION HQ	WASH. DIVISION OFFICES	WASH. HQ	EASTERN DIVISION	CENTRAL DIVISION	WESTERN DIVISION	EASTERN	MIDWEST	SOUTHERN	WESTERN		
ADMIN & PROGRAM MGMT	181	153	5	17	11	13	6	6	7	7	406	-2
ATTORNEYS	52										52	-8
COMMUNITY PLANNERS	34	58	1		3		2	2	2	1	103	19
EEO SPECIALISTS	13	22					2	2	2		43	9
ENGINEERING TECHNICIANS	3			60	52	57					172	3
FINANCIAL SPECIALISTS	42	20		3	2	1		1	4	2	78	6
HIGHWAY ENGINEERS	154	549	11	112	79	61	15	9	15	11	1051	-20
OTHER OCCUPATIONS	67	28		1	12	8	7	2	4	6	140	-260
REALTY SPECIALISTS	20	47									71	-53
SECRETARIES & TYPISTS	83	141	2	7	7	6	5	5	4	4	264	199
TECHNICAL/CLERICAL SUP	29	36		20	23	29	1	1	1	1	141	-185
TRANSPORTATION SPEC	141	42	1	1			1	7			193	1
WAGE GRADE					1	5					6	-297
<b>FHWA AGENCY TOTAL</b>	<b>819</b>	<b>1096</b>	<b>20</b>	<b>221</b>	<b>190</b>	<b>180</b>	<b>39</b>	<b>35</b>	<b>39</b>	<b>34</b>	<b>2720</b>	<b>-596</b>
<b>CHANGE FROM 9/30/2000 *</b>	<b>19</b>	<b>44</b>	<b>-1</b>	<b>-334</b>	<b>-7</b>	<b>-239</b>	<b>-21</b>	<b>-16</b>	<b>-17</b>	<b>-24</b>	<b>-596</b>	

\* Change in employment from 9/30/99 reflected mostly due to transfer of function to FMCSA.

**FHWA WORK FORCE WITHIN KEY OCCUPATIONS BY AGE, AVERAGE AGE AND LENGTH OF SERVICE  
PERMANENT POSITIONS AS OF SEPTEMBER 30, 2000**

OCCUPATION	AGE	LESS THAN 30 YEARS		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65 AND OVER		AVERAGE AGE	AVERAGE LENGTH OF SERVICE
	TOTAL	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%		
ADMINISTRATIVE & PROGRAM MANAGEMENT	406	5	1%	36	9%	44	11%	67	17%	81	20%	102	25%	51	13%	18	4%	2	0.5%	47.46	22.99
ATTORNEYS	52	0	0%	7	13%	5	10%	8	15%	11	21%	10	19%	8	15%	2	4%	1	2%	47.30	19.76
COMMUNITY PLANNERS	103	9	9%	19	18%	15	15%	17	17%	16	16%	15	15%	9	9%	1	1%	2	2%	42.51	28.53
EEO SPECIALIST	43	2	5%	3	7%	6	14%	10	23%	6	14%	11	26%	4	9%	1	2%	0	0%	46.21	19.89
FINANCIAL SPECIALIST	78	5	6%	9	12%	9	12%	8	10%	17	22%	21	27%	7	9%	2	3%	0	0%	45.54	24.74
ENGINEERING TECH	172	3	2%	10	6%	16	9%	27	16%	36	21%	41	24%	21	12%	15	9%	3	2%	48.49	22.87
HIGHWAY ENGINEER	1051	83	8%	155	15%	174	17%	156	15%	151	14%	159	15%	111	11%	47	4%	15	1%	44.01	22.16
OTHER OCCUPATIONS	140	3	2%	21	15%	24	17%	13	9%	19	14%	30	21%	22	16%	4	3%	4	3%	46.19	21.55
REALTY SPECIALIST	71	0	0%	3	4%	3	4%	7	10%	9	13%	25	35%	15	21%	6	8%	3	4%	51.94	29.48
SECRETARIES & TYPIST	264	8	3%	28	11%	32	12%	37	14%	47	18%	60	23%	31	12%	15	6%	6	2%	46.89	19.67
TECHNICAL/CLERICAL	141	46	33%	12	9%	9	6%	20	14%	19	13%	19	13%	12	9%	3	2%	1	1%	38.94	32.44
TRANSPORTATION SPEC	193	3	2%	19	10%	28	15%	31	16%	36	19%	43	22%	25	13%	8	4%	0	0%	46.59	22.31
WAGE GRADE	6	0	0%	1	17%	0	0%	0	0%	3	50%	1	17%	1	17%	0	0%	0	0%	47.44	22.71
FHWA AGENCY TOTAL	2720	167	6%	323	12%	365	13%	401	15%	451	17%	537	20%	317	12%	122	4%	37	1%	45.42	23.03



**FHWA EMPLOYEES ELIGIBLE FOR OPTIONAL RETIREMENT WITHIN THE NEXT FIVE YEARS**  
**PROJECTIONS AS OF DECEMBER 31, 2000**

HEADQUARTERS OFFICES																										EMPLOYMENT AS OF 9-30-2000 %	
OCCUPATIONS	FY	EA	SH	MW	WE	FED AID DIV	FED LANDS HWY			ADMR	FLH	INFR	SFTY	OPS	P&E	ADM	CC	CR	CM	POL	PD	PA	RD&T	TOTAL	9-30-2000	%	
							15	16	17																		
ADMINISTRATIVE AND PROGRAM MANAGEMENT	01	2	2	1	1	29		2		1		2		3	1	21	2				2				69	408	17.00%
	02				1	11	1	1				2				5					1				22		
	03	1			1	6	1	1		1	1					4				1				19			
	04					7	1			1						3							1	13			
	05					2		1	2							8							1	14			
COMMUNITY PLANNERS	01		1			4								1	3					1				10	103	9.71%	
	02														1									1			
	03					2																		2			
	04														1									1			
	05					2									3									5			
ENGINEERING TECHNICIANS	01						6	10	7															23	172	13.37%	
	02						1	2	4															7			
	03						3	3	2			1												9			
	04						1	2	3														1	7			
	05							3	4															7			
FINANCIAL SPECIALISTS	01		1			4	1									4							1	11	78	14.10%	
	02					1										3								4			
	03					3	1									1								5			
	04																3							3			
	05					2										2								4			
HIGHWAY ENGINEERS	01	2	1	2	1	105	7	4	3	1	2	18	6	3	3					3	1		13	175	1051	1.24%	
	02				1	19	1	1	3			6	1	1	1									34			
	03		1	2		12	2	1				3	1	1									3	26			
	04			1		10	1	1	1		1	3											2	20			
	05		1			11	3	1				1											2	19			
TRANSPORTATION SPECIALIST	01			1		5							1	7	1				1	5	1		1	23	193	11.92%	
	02					2								2						3			1	8			
	03					6								4						4				14			
	04			1		1								1	1				1	4				9			
	05					1					1			1	2					1			1	7			
REALTY SPECIALISTS	01					17									7									24	71	33.80%	
	02					1																		1			
	03					4																		4			
	04					3																		3			
	05					3									5									8			
SECRETARIES AND TYPISTS	01	1		1	1	18	2	2	1	1		2		1						3				33	284	12.50%	
	02					6																		6			
	03			2		2		1				1											1	7			
	04				1	4		1				1		1		4								12			
	05					6			1			1			1	1								10			
ALL OCCUPATIONS	01	8	5	5	3	188	17	19	14	3	2	24	7	15	17	29	7	2	1	12	4	0	20	388	2720	14.63%	
	02	0	0	2	1	42	3	4	8	0	0	8	2	3	2	10	2	1	1	3	1	0	3	98			
	03	1	1	5	2	37	8	7	4	1	1	5	1	5	0	6	2	1	0	5	0	0	5	87			
	04	0	0	2	2	29	4	7	7	1	1	4	0	2	2	12	4	0	1	4	0	0	6	88			
	05	0	1	0	0	31	3	7	9	0	1	2	0	1	14	12	1	0	0	2	0	0	5	89			
5-YEAR TOTALS		7	7	14	8	325	35	44	42	5	5	43	10	26	35	69	18	4	3	26	5	0	39	768			

**FHWA EMPLOYEES BY GRADE  
ELIGIBLE FOR OPTIONAL RETIREMENT  
WITHIN THE NEXT FIVE YEARS  
AS OF DECEMBER 31, 2000**

<b>GRADE</b>	<b>FY 2001</b>	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>5 YEAR TOTAL</b>
<b>SES</b>	<b>17</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>30</b>
<b>15</b>	<b>57</b>	<b>19</b>	<b>15</b>	<b>15</b>	<b>8</b>	<b>114</b>
<b>14</b>	<b>61</b>	<b>21</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>119</b>
<b>13</b>	<b>128</b>	<b>26</b>	<b>29</b>	<b>19</b>	<b>24</b>	<b>226</b>
<b>12</b>	<b>74</b>	<b>13</b>	<b>19</b>	<b>11</b>	<b>15</b>	<b>132</b>
<b>11</b>	<b>10</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>6</b>	<b>29</b>
<b>10</b>	<b>4</b>		<b>1</b>	<b>1</b>	<b>3</b>	<b>9</b>
<b>9</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>15</b>
<b>8</b>	<b>8</b>		<b>1</b>	<b>4</b>	<b>2</b>	<b>15</b>
<b>7</b>	<b>19</b>	<b>3</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>41</b>
<b>6</b>	<b>11</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>3</b>	<b>28</b>
<b>5</b>	<b>4</b>	<b>1</b>			<b>3</b>	<b>8</b>
<b>4</b>						<b>0</b>
<b>3</b>						<b>0</b>
<b>WAGE GRADE</b>	<b>1</b>		<b>1</b>			<b>2</b>
<b>GRAND TOTAL</b>	<b>398</b>	<b>96</b>	<b>97</b>	<b>88</b>	<b>89</b>	<b>768</b>

**NOTE: The retirement eligibles for FY 2001 reflects all employees currently eligible, while FY 2002 and beyond only includes employees who will become eligible that year.**



**FHWA SEPARATION RATES IN MAJOR OCCUPATIONS DURING FY 2000  
EMPLOYEES IN PERMANENT POSITIONS**

OCCUPATIONS		FEDERAL-AID DIVISIONS	RESOUCRE CENTERS				FLH DIVISIONS			FIELD TOTAL
			EAST	SOUTH	MIDWEST	WEST	15	16	17	
ADMINISTRATIVE & PROGRAM MANAGEMENT	POPULATION	153	6	7	6	7	17	11	13	220
	SEPARATIONS	7	4	1	2	2	1	1		18
	SEP. RATE (%)	4.6	66.7	14.3	33.3	28.6	5.9	9.1	0.0	8.2
ATTORNEYS	POPULATION									0
	SEPARATIONS									0
	SEP. RATE (%)									0.0
COMMUNITY PLANNERS	POPULATION	58	2	2	2	1		3		68
	SEPARATIONS	3				1				4
	SEP. RATE (%)	5.2	0.0	0.0	0.0	0.0		0.0		5.9
EEO SPECIALISTS	POPULATION	22	2	2	2	2				30
	SEPARATIONS	1	1		1	1				4
	SEP. RATE (%)	4.5	50.0	0.0	50.0	50.0				13.3
ENGINEERING TECHNICIANS	POPULATION						60	52	57	169
	SEPARATIONS						3	3	3	9
	SEP. RATE (%)						5.0	5.8	5.3	5.3
FINANCIAL SPECIALISTS	POPULATION	20		4	1	2	3	2	1	33
	SEPARATIONS			1		2			1	4
	SEP. RATE (%)	0.0		25.0	0.0	100.0	0.0	0.0	100.0	12.1
HIGHWAY ENGINEERS	POPULATION	549	15	15	9	11	112	79	61	851
	SEPARATIONS	39	1	5	1	3	7	3	7	66
	SEP. RATE (%)	7.1	6.7	33.3	11.1	27.3	6.3	3.8	11.5	7.8
OTHER OCCUPATIONS	POPULATION	28	7	4	2	6	1	12	8	68
	SEPARATIONS	3	1							4
	SEP. RATE (%)	10.7	14.3	0.0	0.0	0.0	0.0	0.0	0.0	5.9
REALTY SPECIALISTS	POPULATION	47								47
	SEPARATIONS	2								2
	SEP. RATE (%)	4.3								4.3
SECRETARIES & TYPISTS	POPULATION	141	5	4	5	4	7	7	6	179
	SEPARATIONS	15	2	3	3		2		1	26
	SEP. RATE (%)	10.6	40.0	75.0	60.0	0.0	28.6	0.0	16.7	14.5
TECHNICAL/CLERICAL SUPPORT	POPULATION	35	1	1	1	1	20	23	29	111
	SEPARATIONS	5				1	3	3	7	19
	SEP. RATE (%)	14.3	0.0	0.0	0.0	100.0	15.0	13.0	24.1	17.1
TRANSPORTATION SPECIALISTS	POPULATION	42	1		7		1			51
	SEPARATIONS	4		2	1					7
	SEP. RATE (%)	9.5	0.0	100.0	14.3		0.0			13.7
WAGE GRADE	POPULATION							1	5	6
	SEPARATIONS									0
	SEP. RATE (%)							0.0	0.0	0.0
SUB-TOTAL	POPULATION	1095	39	39	35	34	221	190	180	1833
	SEPARATIONS	79	9	12	8	10	16	10	19	163
	SEP. RATE (%)	7.2	23.1	30.8	22.9	29.4	7.2	5.3	10.6	8.9

OCCUPATIONS		HEADQUARTERS														WASH TOTAL	PDP	FHWA TOTAL	
		ADMR	FLH	INFRA	SFTY	OPS	P&E	ADMN	CC	CR	CM	POL	PD	PA	RD&T			*	**
ADMINISTRATIVE & PROGRAM MANAGEMENT	POPULATION	7	5	5	1	3	4	136	2	1	3	5	8	1	5	186		406	406
	SEPARATIONS	2						14				1		1		18		36	36
	SEP. RATE (%)	28.6	0.0	0.0	0.0	0.0	100.0	10.3	0.0	0.0	0.0	20.0	0.0	0.0	0.0	9.7		8.9	8.9
ATTORNEYS	POPULATION							52								52		52	52
	SEPARATIONS							4								4		4	4
	SEP. RATE (%)							7.7								7.7		7.7	7.7
COMMUNITY PLANNERS	POPULATION		1			1	31					2				35		103	103
	SEPARATIONS						1									1		5	5
	SEP. RATE (%)		0.0			0.0	3.2					0.0				2.9		4.9	4.9
EEO SPECIALISTS	POPULATION									13						13		43	43
	SEPARATIONS									1						1		5	5
	SEP. RATE (%)									7.7						7.7		11.6	11.6
ENGINEERING TECHNICIANS	POPULATION			1											2	3		172	172
	SEPARATIONS														1	1		10	10
	SEP. RATE (%)			0.0											50.0	33.3		5.8	5.8
FINANCIAL SPECIALISTS	POPULATION							40				1			1	42	3	75	78
	SEPARATIONS															0		4	4
	SEP. RATE (%)							0.0				0.0			0.0	0.0	0.0	5.3	5.1
HIGHWAY ENGINEERS	POPULATION	2	11	62	12	10	10				2	5	2		49	165	35	1016	1051
	SEPARATIONS		1	5									1		5	12	3	78	81
	SEP. RATE (%)	0.0	9.1	8.1	0.0	0.0	0.0				0.0	0.0	50.0		10.2	7.3	8.6	7.7	7.7
OTHER OCCUPATIONS	POPULATION			1	1	2	16	12			1	5	1	5	23	67	5	135	140
	SEPARATIONS					1	2	2				1	1		2	9	1	13	14
	SEP. RATE (%)			0.0	0.0	0.0	12.5	0.0			0.0	20.0	100.0	0.0	8.7	13.4		9.6	10.0
REALTY SPECIALISTS	POPULATION						20									20	4	67	71
	SEPARATIONS						1									1		3	3
	SEP. RATE (%)						5.0									5.0		4.5	4.2
SECRETARIES & TYPISTS	POPULATION	4	2	11	1	7	9	26	7	1	1	9		2	5	85		264	264
	SEPARATIONS				1	1	3	3							2	10		36	36
	SEP. RATE (%)	0.0	0.0	0.0	100.0	14.3	33.3	11.5	0.0	0.0	0.0	0.0		0.0	40.0	11.8		13.6	13.6
TECHNICAL/CLERICAL SUPPORT	POPULATION			1	1			22		2		1	1			28	2	139	141
	SEPARATIONS						1	6	1							8		27	27
	SEP. RATE (%)			0.0	0.0		100.0	27.3	100.0	100.0		0.0	0.0			28.6	0.0	19.4	19.1
TRANSPORTATION SPECIALISTS	POPULATION	1	1	6	8	48	8				4	49	3		14	142		193	193
	SEPARATIONS			1		6						5				12		19	19
	SEP. RATE (%)	0.0	0.0	0.0	0.0	12.5	0.0				0.0	10.2	0.0		0.0	8.5		9.8	9.8
WAGE GRADE	POPULATION															0		6	6
	SEPARATIONS															0		0	0
	SEP. RATE (%)															0.0		0.0	0.0
TOTAL	POPULATION	14	20	87	24	71	98	236	61	17	11	77	15	8	99	838	49	2671	2720
	SEPARATIONS	2	1	6	1	8	8	25	5	1	0	7	2	1	10	77	4	240	244
	SEP. RATE (%)	14.3	5.0	6.9	4.2	11.3	8.2	10.6	8.2	5.9	0.0	9.1	13.3	12.5	10.1	9.2	8.2	9.0	9.0

NOTE: LWOP, Separations due to Military Leave and Mass Transfers are not included in the Separations Total.

\*Regular work force excluding Career Trainees

\*\*Total work force Career Trainees included



# **SECTION III**

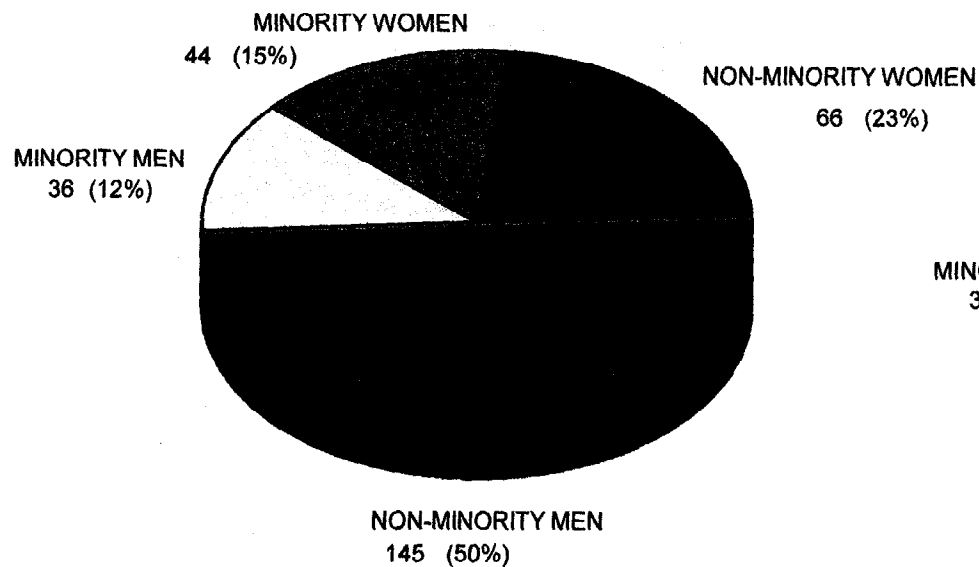
## **DIVERSITY INFORMATION**





# FHWA PERMANENT HIRES FOR FY 2000

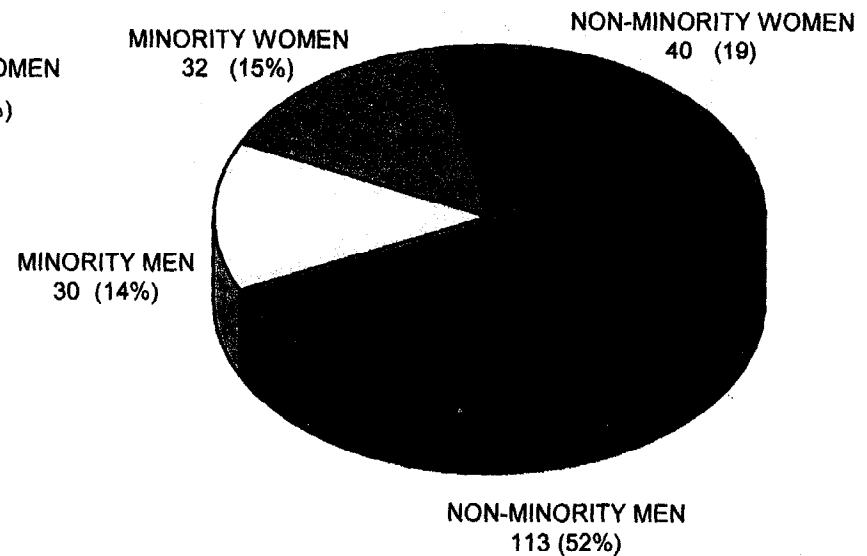
## TOTAL



**TOTAL HIRES FOR  
FY 2000**

**TOTAL = 291**

## PROFESSIONAL & ADMINISTRATIVE



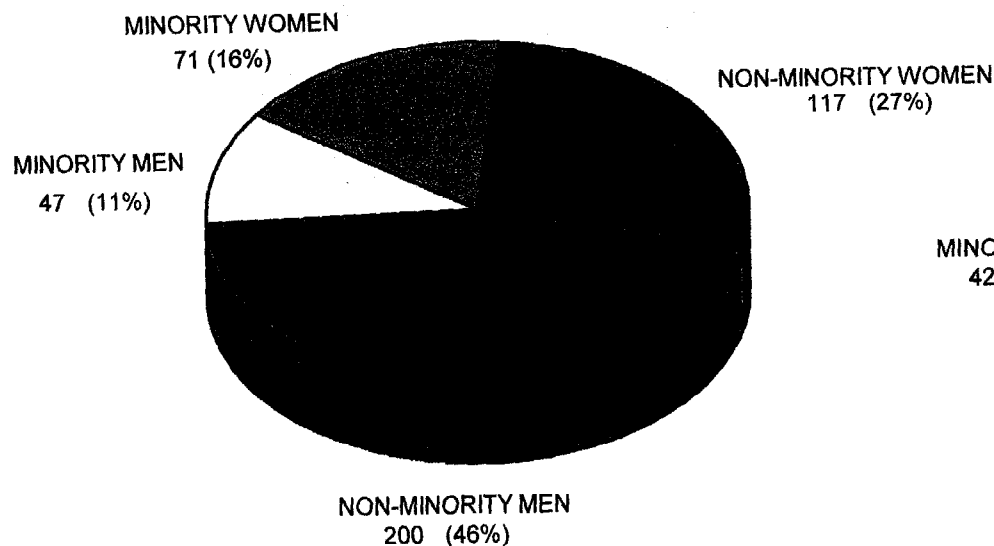
**PROFESSIONAL & ADMINISTRATIVE  
HIRES FOR FY 2000**

**TOTAL = 215**

EXCLUDES RETURN TO DUTY FROM NON-PAY STATUS PERSONNEL ACTIONS.

# FHWA PERMANENT PROMOTIONS FOR FY 2000

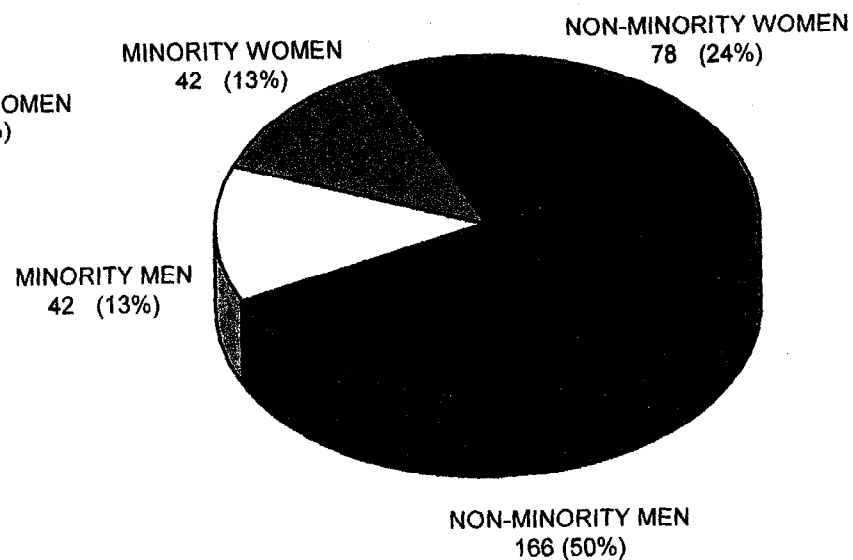
## TOTAL



**TOTAL PROMOTIONS  
FOR FY 2000**

**TOTAL = 435**

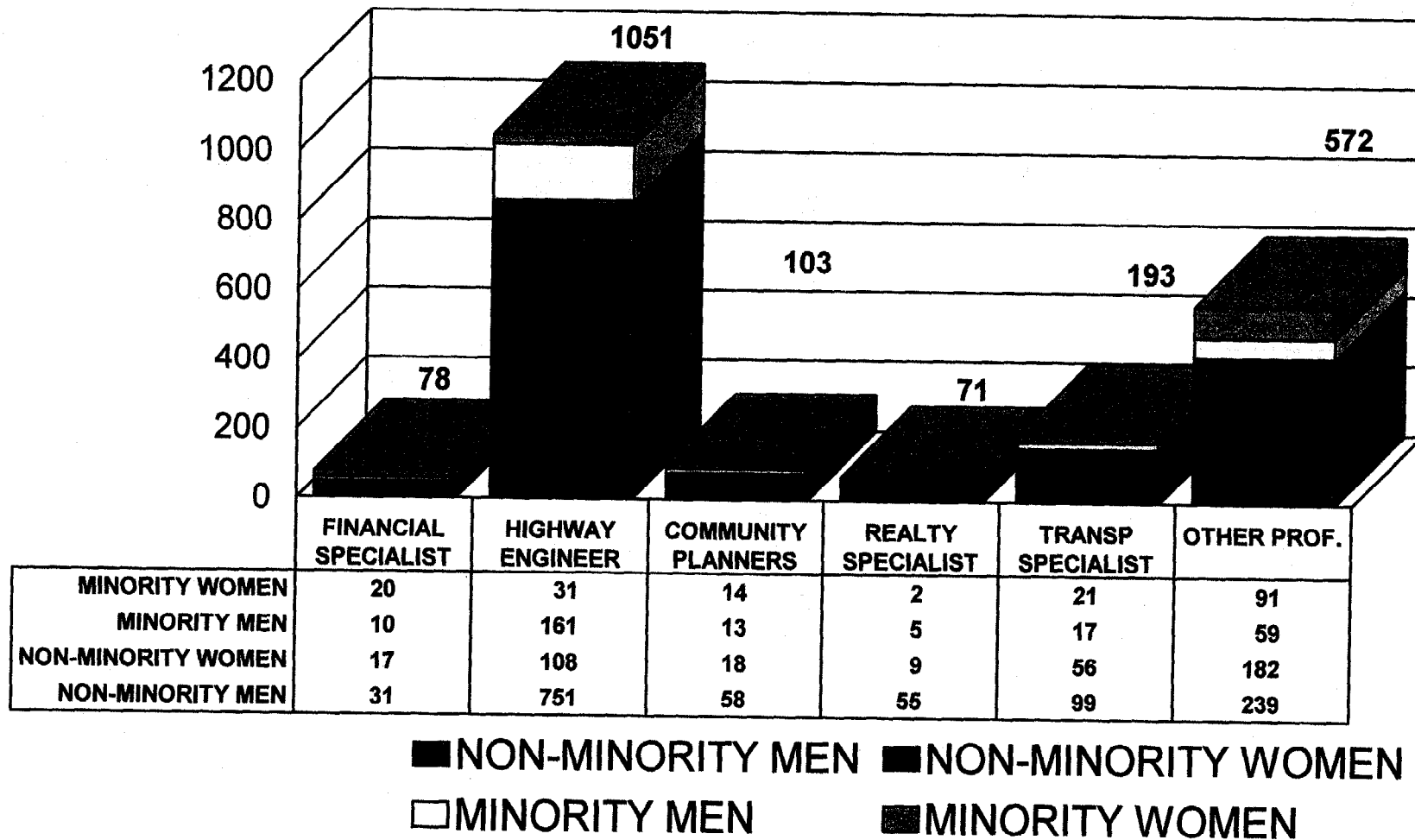
## PROFESSIONAL & ADMINISTRATIVE



**PROFESSIONAL & ADMINISTRATIVE  
PROMOTIONS FOR FY 2000**

**TOTAL = 328**

# FHWA PROFESSIONAL & ADMINISTRATIVE EMPLOYMENT BY MINORITY GROUP AND GENDER AS OF SEPTEMBER 30, 2000



PROFESSIONAL PERMANENT EMPLOYMENT = 2137

# FHWA EMPLOYMENT BY MINORITY GROUP AND GENDER

PERMANENT POSITIONS AS OF SEPTEMBER 30, 2000

OCCUPATIONS	TOTAL	MINORITY				NONMINORITY				WOMEN		MEN	
		MEN	WOMEN	TOTAL	W/I OCCUP GROUP	MEN	WOMEN	TOTAL	W/I OCCUP GROUP	TOTAL	W/I OCCUP GROUP	TOTAL	W/I OCCUP GROUP
<b>PROFESSIONAL &amp; ADMINISTRATIVE</b>													
ADMIN. OFFICERS & OFFICE MANAGERS	17	3	2	5	29.4%	3	9	12	70.6%	11	64.7%	6	35.3%
ATTORNEYS & LAW CLERKS	52	6	7	13	25.0%	19	20	39	75.0%	27	51.9%	25	48.1%
BIOLOGICAL SCIENCES	3			0	0.0%	3	0	3	100.0%	0	0.0%	3	0.0%
COMMUNITY PLANNERS	103	13	14	27	26.2%	58	18	76	73.8%	32	31.1%	71	68.9%
COMPUTER SYSTEM SPECIALISTS	69	6	4	10	14.5%	40	19	59	85.5%	23	33.3%	46	66.7%
CONTRACT & PROCUREMENT SPECS.	23	1	1	2	8.7%	11	10	21	91.3%	11	47.8%	12	52.2%
ECONOMISTS	5			0	0.0%	3	2	5	100.0%	2	40.0%	3	60.0%
EEO SPECIALISTS	43	9	21	30	69.8%	7	6	13	30.2%	27	62.8%	16	37.2%
ENVIRONMENTAL SPECIALISTS	67	4	7	11	16.4%	34	22	56	83.6%	29	43.3%	38	56.7%
EQUIPMENT SPECIALISTS	1			0	0.0%	1		1	100.0%	0	0.0%	1	100.0%
FINANCIAL SPECIALISTS	78	10	20	30	38.5%	31	17	48	61.5%	37	47.4%	41	52.6%
GENERAL ADMINISTRATIVE	121	6	24	30	24.8%	35	56	91	75.2%	80	66.1%	41	33.9%
HIGHWAY ENGINEERS	1051	161	31	192	18.3%	751	108	859	81.7%	139	13.2%	912	86.8%
INFORMATION & ARTS SPECIALISTS	19	3	5	8	42.1%	4	7	11	57.9%	12	63.2%	7	36.8%
LANDSCAPE ARCHITECTS & ARCHITECTS	2			0	0.0%		2	2	100.0%	2	100.0%	0	0.0%
MANAGEMENT ANALYSTS	43	4	8	12	27.9%	15	16	31	72.1%	24	55.8%	19	44.2%
MATHEMATICIANS/STATISTICIANS	1			0	0.0%	1		1	100.0%	0	0.0%	1	100.0%
MISCELLANEOUS OCCUPATIONS	1			0	0.0%		1	1	100.0%	1	100.0%	0	0.0%
OTHER ENGINEERS	9	2		2	22.2%	6	1	7	77.8%	1	11.1%	8	88.9%
OTHER PROFESSIONALS	13			0	0.0%	12	1	13	100.0%	1	7.7%	12	92.3%
OTHER SOCIAL SCIENCES	6			0	0.0%	3	3	6	100.0%	3	50.0%	3	50.0%
PERSONNEL MANAGEMENT	36	3	13	16	44.4%	7	13	20	55.6%	26	72.2%	10	27.8%
PHYSICAL SCIENCES	11	2	1	3	27.3%	8	0	8	72.7%	1	9.1%	10	90.9%
PROGRAM MANAGERS & ANALYSTS	97	16	1	17	17.5%	67	13	80	82.5%	14	14.4%	83	85.6%
REALTY SPECIALISTS	71	5	2	7	9.9%	55	9	64	90.1%	11	15.5%	60	84.5%
SUPPLY	2		1	1	50.0%	1		1	50.0%	1	50.0%	1	50.0%
TRANSPORTATION SPECIALISTS	193	17	21	38	19.7%	99	56	155	80.3%	77	39.9%	116	60.1%
<b>TOTAL PROF. &amp; ADMIN. EMPLOYMENT</b>	<b>2137</b>	<b>271</b>	<b>183</b>	<b>454</b>	<b>21.2%</b>	<b>1274</b>	<b>409</b>	<b>1683</b>	<b>78.8%</b>	<b>592</b>	<b>27.7%</b>	<b>1545</b>	<b>72.3%</b>
<b>AVERAGE GRADE</b>	<b>12.69</b>	<b>12.75</b>	<b>12.08</b>	<b>12.48</b>		<b>12.88</b>	<b>12.31</b>	<b>12.74</b>		<b>12.24</b>		<b>12.86</b>	

# FHWA EMPLOYMENT BY MINORITY GROUP AND GENDER

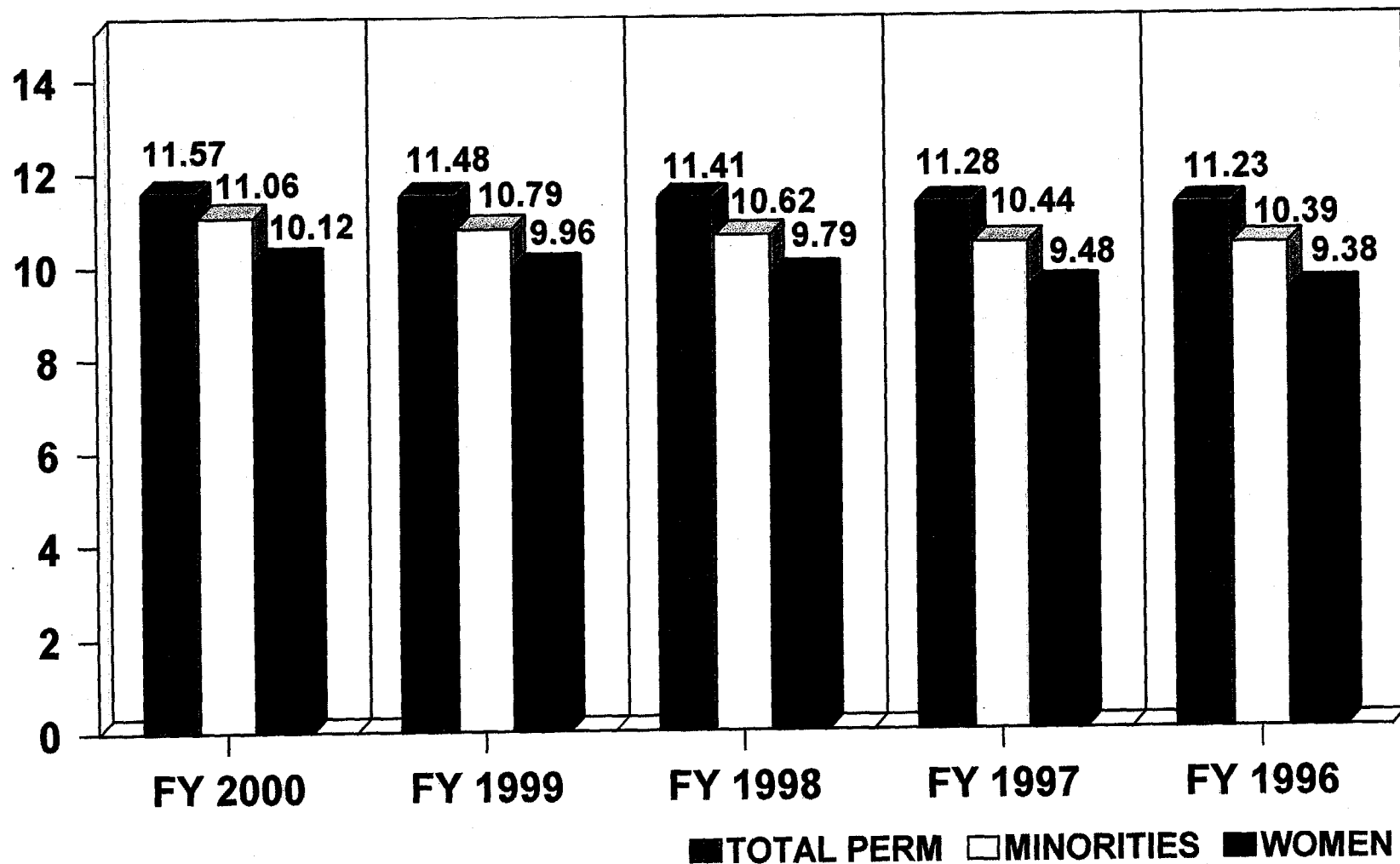
PERMANENT POSITIONS AS OF SEPTEMBER 30, 2000

OCCUPATIONS	TOTAL	MINORITY				NONMINORITY				WOMEN		MEN	
		MEN	WOMEN	TOTAL	W/I OCCUP GROUP	MEN	WOMEN	TOTAL	W/I OCCUP GROUP	TOTAL	W/I OCCUP GROUP	TOTAL	W/I OCCUP GROUP
TECHNICAL													
ACCOUNTING & BUDGET TECHNICIANS	47	4	14	18	38.3%	1	28	29	61.7%	42	89.4%	5	10.6%
ENGINEERING TECHNICIANS	172	26	2	28	16.3%	131	13	144	83.7%	15	8.7%	157	91.3%
SECRETARIES	159		59	59	37.1%	3	97	100	62.9%	156	98.1%	3	1.9%
SUPPLY	1			0	0.0%		1	1	100.0%	1	100.0%	0	0.0%
TECHNICAL/CLERICAL	38		10	10	26.3%	13	15	28	73.7%	25	65.8%	13	34.2%
GENERAL ADMINISTRATION	1		1	1	100.0%			0	0.0%	1	100.0%	0	0.0%
STUDENT TRAINEES	47	6	3	9	19.1%	33	5	38	80.9%	8	17.0%	39	83.0%
TOTAL TECHNICAL EMPLOYMENT	465	36	89	125	26.9%	181	159	340	73.1%	248	53.3%	217	46.7%
AVERAGE GRADE	7.91	9.00	7.11	7.66		8.99	6.89	8.01		6.97		9	
CLERICAL													
ACCOUNTING & BUDGET CLERKS	7	1	3	4	57.1%	1	2	3	42.9%	5	71.4%	2	28.6%
OTHER CLERICAL SUPPORT	1			0	0.0%	0	1	1	100.0%	1	100.0%	0	0.0%
SECRETARIES	104	3	35	38	33.7%	2	64	66	63.5%	99	95.2%	5	4.8%
TOTAL CLERICAL EMPLOYMENT	112	4	38	42	37.5%	3	67	70	62.5%	105	93.8%	7	6.3%
AVERAGE GRADE	5.82	5.5	6.34	6.26		5.00	5.58	5.56		5.86		5.29	
TOTAL WAGE GRADE EMPLOYMENT	6	2		2	33.3%	4		4	66.7%			6	100.0%
FHWA AGENCY TOTAL	2720	313	310	623	22.9%	1462	635	2097	77.1%	945	34.7%	1775	65.3%
AVERAGE GRADE	11.57	12.21	9.94	11.06		12.37	10.21	11.72		10.12		12.35	

Note: Average Grade figures were computed for employees in pay plans GM and GS only.

# FHWA AVERAGE GRADE (PAY PLANS GM/GS)

## TOTAL PERMANENT vs. MINORITY & WOMEN



NOTE: DURING THE PAST 5 YEARS, THE AVERAGE GRADE FOR WOMEN HAS INCREASED 9% WHILE THE AGENCY AVERAGE INCREASED BY 2.9% AND THE AVERAGE GRADE FOR MINORITIES INCREASED BY 4.6%.

**FEDERAL HIGHWAY ADMINISTRATION  
MINORITIES AND WOMEN GRADE 13 THROUGH 15 AND SES  
AS OF SEPTEMBER 30, 2000**

	MINORITY WOMEN				NON-MINORITY WOMEN				MINORITY MEN				TOTAL
	GM/GS-13	GM-14	GM-15	SES	GM/GS-13	GM-14	GM-15	SES	GM/GS-13	GM-14	GM-15	SES	
ADMINISTRATOR	1									1		1	3
FLHP HQ	2					2			1	1		1	7
INFRASTRUCTURE	2	1			3	1	2	1	11	6	2	2	31
OPERATIONS	3	2			4	1	3	1	4	3	1		22
PLANNING & ENVIRONMENT	4	2	1	1	14	2	1	3	3	2	1		34
SAFETY					2	1	1		2	1			7
ADMINISTRATION	17	4			24	15	3	1	7	5		1	77
CHIEF COUNSEL		5			4	8	5	1			5		28
CIVIL RIGHTS	3	2	1								1	1	8
CORPORATE MANAGEMENT			1		1	1	1						4
POLICY	4	1		1	6	4	2	1	3	1	2	1	26
PROFESSIONAL DEVELOPMENT			1		2	1						1	5
PUBLIC AFFAIRS		1						1					2
RESEARCH & DEVELOPMENT	3				4	3	1	1	6	5		1	24
EASTERN RESOURCE CENTER		2			4				8	1			15
SOUTHERN RESOURCE CENTER	4	2			4				3	1		1	15
MIDWESTERN RESOURCE CENTER	3				3	1				1			8
WESTERN RESOURCE CENTER	2				8					3			13
FEDERAL AID DIVISIONS	9	2			45	6	3		44	5	14		128
EASTERN FLH DIVISION					4				4	1			
CENTRAL FLH DIVISION	2				4								
WESTERN FLH DIVISION	2				5				1				
<b>TOTAL</b>	<b>61</b>	<b>24</b>	<b>4</b>	<b>2</b>	<b>141</b>	<b>46</b>	<b>22</b>	<b>10</b>	<b>97</b>	<b>37</b>	<b>26</b>	<b>10</b>	<b>480</b>

NOTE: NUMBERS ARE FOR PERMANENT EMPLOYEES ONLY.

# FHWA EMPLOYMENT BY MINORITY GROUP, GENDER, AND PAY SYSTEM

## EMPLOYEES IN PERMANENT POSITIONS

AS OF SEPTEMBER 30, 2000

PAY SYSTEM AND GRADE		TOTAL	MINORITY	% WITHIN GRADE	NON-MINORITY	% WITHIN GRADE	WOMEN	% WITHIN GRADE	MEN	% WITHIN GRADE
SES		45	12	26.7%	33	73.3%	12	26.7%	33	73.3%
GM/GS	15	176	30	17.0%	146	83.0%	26	14.8%	150	85.2%
	14	312	61	19.6%	251	80.4%	70	22.4%	242	77.6%
	13	805	158	19.6%	647	80.4%	202	25.1%	603	74.9%
	12	602	118	19.6%	484	80.4%	157	26.1%	445	73.9%
	11	192	64	33.3%	128	66.7%	74	38.5%	118	61.5%
	10	23	1	4.3%	22	95.7%	3	13.0%	20	87.0%
	9	129	39	30.2%	90	69.8%	62	48.1%	67	51.9%
	8	53	26	49.1%	27	50.9%	43	81.1%	10	18.9%
	7	149	50	33.6%	99	66.4%	123	82.6%	26	17.4%
	6	109	38	34.9%	71	65.1%	101	92.7%	8	7.3%
	5	78	14	17.9%	64	82.1%	61	78.2%	17	21.8%
	4	39	10	25.6%	29	74.4%	10	25.6%	29	74.4%
	3	2	0	0.0%	2	100.0%	1	50.0%	1	50.0%
	2	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	1	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
TOTALS: GM/GS		2669	609	22.8%	2060	77.2%	933	35.0%	1736	65.0%
WAGE GRADE		6	2	33.3%	4	66.7%	0	0.0%	6	100.0%
OTHER PAY PLANS		0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
TOTAL EMPLOYMENT		2720	623	22.9%	2097	77.1%	945	34.7%	1775	65.3%
AVERAGE GRADE		11.57	11.06		11.72		10.12		12.35	



**FEDERAL HIGHWAY ADMINISTRATION  
PERMANENT EMPLOYMENT BY MINORITY DESIGNATION AND GRADE  
AS OF SEPTEMBER 30, 2000**

GRADE	MINORITY DESIGNATION										
	AMERICAN NATIVE		ASIAN/PACIFIC		BLACK		HISPANIC		WHITE		TOTAL
	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	
SES				2	2	8			10	23	45
GS/GM 15		1	1	7	3	8		10	22	124	176
GS/GM 14			2	13	18	12	4	12	46	205	312
GS/GM 13	1	5	13	38	40	30	7	24	141	506	805
SUB TOTAL	1	6	16	60	63	58	11	46	219	858	1338
GS-12	1	1	6	21	33	26	4	26	113	371	602
GS-11	1		5	10	18	19	3	8	47	81	192
GS-10								1	3	19	23
GS- 9	1	1	3	1	20	4	5	4	33	57	129
GS- 8			1		21		1	3	20	7	53
GS- 7	2				39	4	5		77	22	149
GS- 6		1	2		27	1	6	1	66	5	109
GS- 5					7	3	3	1	51	13	78
GS- 4					3	1	2	4	5	24	39
GS- 3									1	1	2
GS- 2											0
WAGE		1				1				4	6
SUB TOTAL	5	4	17	32	168	59	29	48	416	604	1382
TOTAL	6	10	33	92	231	117	40	94	635	1462	2720
EMPLOYMENT %	1%	1%	1%	3%	8%	4%	1%	3%	23%	54%	

# CHANGES IN THE GRADE DISTRIBUTION OF WOMEN IN FHWA

## EMPLOYEES IN PERMANENT POSITIONS

PAY PLAN AND GRADE	9-30-80	9-30-90		9-30-95		9-30-98		9-30-99		9-30-2000	
	NO.	NO.	MW	NO.	MW	NO.	MW	NO.	MW	NO.	MW
SES	2	5	1	10	1	15	3	14	3	12	2
GM/GS											
15	9	11	1	21	3	30	2	34	3	26	4
14	8	23	7	42	7	66	17	71	21	70	24
13	33	71	15	158	47	206	56	209	58	202	61
12	61	107	33	239	53	247	68	238	67	157	44
11	53	99	27	96	27	92	32	93	34	74	27
10	2			1		5	2	3	2	3	
9	63	72	23	61	19	72	26	69	27	62	29
8	26	35	14	48	25	50	26	50	28	43	23
7	132	194	60	144	53	162	61	172	66	123	46
6	238	214	63	215	68	170	67	136	53	101	35
5	285	163	39	126	26	86	17	78	14	61	10
4	216	95	26	40	9	16	3	11	1	10	5
3	80	8	3	4	1	1		1		1	
2	14	5	3								
1		1									
GM/GS 1-15 TOTAL	1220	1098	314	1195	338	1203	377	1165	374	933	308
WAGE GRADE	1										
OTHER PAY PLANS	2										
TOTAL WOMEN	1225	1103	315	1205	339	1218	380	1179	377	945	310
TOTAL FHWA	4291	3674		3549		3457		3316		2720	
PERCENT WOMEN	28.5%	30.0%		34.0%		35.2%		35.6%		34.7%	
AVERAGE GRADE	6.31	7.82	7.75	9.14	8.89	9.79	9.42	9.96	9.66	10.12	9.94

Note: Average grades were computed for employees in GM/GS Pay System.

"MW" represents number of minority women employees.

During the past 5 years, the average grade for minority women has increased by 9%.

**CHANGES IN SENIOR LEVEL & MID-LEVEL EMPLOYMENT  
OF MINORITIES AND WOMEN AS OF SEPTEMBER 30, 2000**

**EMPLOYEES IN PERMANENT POSITIONS**

SENIOR LEVEL EMPLOYMENT 1/						MID-LEVEL EMPLOYMENT 2/				
	TOTAL	MINORITY	PERCENT MINORITY	WOMEN	PERCENT WOMEN	TOTAL	MINORITY	PERCENT MINORITY	WOMEN	PERCENT WOMEN
JUNE 30, 1975	1418	64	4.5%	16	1.1%	1656	204	12.3%	138	8.3%
SEPTEMBER 30, 1980	1336	96	7.2%	50	3.7%	1511	227	15.0%	179	11.8%
SEPTEMBER 30, 1985	1229	116	9.4%	66	5.4%	1194	206	17.3%	183	15.3%
SEPTEMBER 30, 1990	1238	153	12.4%	105	8.5%	1346	218	16.2%	278	20.7%
SEPTEMBER 30, 1995	1377	207	15.0%	221	16.0%	1382	245	17.7%	397	28.7%
SEPTEMBER 30, 1996	1456	224	15.4%	263	18.1%	1400	281	20.1%	430	30.7%
SEPTEMBER 30, 1997	1473	234	15.9%	282	19.1%	1346	283	21.0%	404	30.0%
SEPTEMBER 30, 1998	1462	236	16.1%	302	20.7%	1336	286	21.4%	416	31.1%
SEPTEMBER 30, 1999	1445	246	17.0%	314	21.7%	1261	282	22.4%	403	32.0%
SEPTEMBER 30, 2000	1293	249	19.3%	298	23.0%	946	222	23.5%	296	31.3%
CHANGE IN EMPLOYMENT OVER JUNE 1975 FIGURES	125	185		282		-710	18		158	
1/ Employees in Grade 13 through 15 are defined as Senior Level Employees.										
2/ Employees in Grade 9 through 12 are defined as Mid-Level Employees.										

# FHWA MANAGERS AND SUPERVISORS

## In Permanent Positions As of September 30, 2000

GRADE	TOTAL EMPLOYEES	TOTAL FHWA MANAGERS AND SUPERVISORS	MINORITY WOMEN	MINORITY MEN	NON-MINORITY WOMEN
SES	45	45	2 4.4%	10 22.2%	10 22.2%
GS/GM-15	176	89	1 1.1%	16 18.0%	7 7.9%
GS/GM-14	312	62	1 1.6%	3 4.8%	6 9.7%
GS/GM-13	805	43	0 0.0%	2 4.7%	5 11.6%
OTHERS	1382	2	0 0.0%	1 50.0%	0 0.0%
<b>TOTAL</b>	<b>2720</b>	<b>241</b>	<b>4 1.7%</b>	<b>32 13.3%</b>	<b>28 11.6%</b>

NOTE: Women and Minority Men make up 27% of FHWA Supervisors and Managers.

**FHWA PERMANENT EMPLOYEES  
OUTSTANDING PERFORMANCE RATINGS  
Appraisal Cycle Ending September 30, 2000**

	TOTAL EMPLOYEES		MINORITY WOMEN		MINORITY MEN		NON-MINORITY WOMEN		NON-MINORITY MEN	
<b>Grades 13-15</b>										
Employees	1293	48%	89	7%	160	12%	209	16%	835	65%
Ratings	250	68%	18	7%	22	9%	49	20%	161	64%
<b>Grades 10-12</b>										
Employees	817	30%	71	9%	112	14%	163	20%	471	58%
Ratings	62	17%	8	13%	5	8%	12	19%	37	60%
<b>Grades 07 - 09</b>										
Employees	331	12%	98	30%	17	5%	130	39%	86	26%
Ratings	39	11%	12	31%	0	0%	24	62%	3	8%
<b>Grades 01 - 06</b>										
Employees	228	8%	50	22%	12	5%	123	54%	43	19%
Ratings	14	4%	12	86%	0	0%	2	14%	0	0%
<b>TOTAL</b>										
Employees	2714	98%	310	11%	311	11%	635	23%	1458	54%
Ratings	365	16%	50	14%	27	7%	87	24%	201	55%

\* Excludes Performance Ratings for SES employees.

**FHWA PERFORMANCE AND INCENTIVE AWARDS**  
(Average Award Amounts)

	MINORITY WOMEN		MINORITY MEN		NON-MINORITY WOMEN		NON-MINORITY MEN	
	<u>No.</u>	<u>Avg Amt</u>	<u>No.</u>	<u>Avg Amt</u>	<u>No.</u>	<u>Avg Amt</u>	<u>No.</u>	<u>Avg Amt</u>
<b>Grades 13-15</b>								
FY 2000	128	\$464	202	\$465	392	\$529	1399	\$508
FY 1999	128	\$477	224	\$450	368	\$482	1407	\$499
FY 1998	108	\$433	205	\$475	338	\$457	1422	\$486
<b>Grades 07- 12</b>								
FY 2000	282	\$338	230	\$274	624	\$318	1089	\$313
FY 1999	293	\$335	240	\$279	662	\$318	1196	\$304
FY 1998	272	\$349	191	\$293	615	\$292	1242	\$296
<b>Grades 01- 06</b>								
FY 2000	97	\$244	10	\$261	252	\$239	34	\$206
FY 1999	122	\$242	11	\$216	319	\$228	32	\$215
FY 1998	152	\$236	22	\$212	334	\$234	37	\$200
<b>AVERAGE</b>								
<b>Grades 13-15</b>	121	\$458	210	\$463	366	\$489	1409	\$498
<b>Grades 07- 12</b>	282	\$341	220	\$282	634	\$309	1176	\$304
<b>Grades 01- 06</b>	124	\$241	14	\$230	302	\$234	34	\$207

**FEDERAL HIGHWAY ADMINISTRATION  
NUMBER OF TRAINING COURSES ATTENDED  
BY GENDER AND MINORITY DESIGNATION BY FISCAL YEARS**

FISCAL YEAR	MINORITY DESIGNATION										
	AMERICAN NATIVE		ASIAN/PACIFIC		BLACK		HISPANIC		WHITE		TOTAL
	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	WOMEN	MEN	
1995	53	32	124	259	555	294	70	253	2645	5086	9371
1996	43	24	111	181	507	246	69	194	1774	3698	6847
1997	43	22	66	162	257	179	73	199	1564	3595	6160
1998	26	25	70	155	325	177	72	203	1294	2968	5315
1999	28	18	52	154	315	143	65	174	1387	2861	5197
2000	16	7	27	82	201	88	32	62	806	1477	2798
<b>Average No. Training Courses</b>											
	209	128	450	993	2160	1127	381	1085	9470	19685	35688
<b>% of Training Courses</b>											
	1%	0%	2%	3%	6%	3%	1%	3%	27%	55%	

**FEDERAL HIGHWAY ADMINISTRATION  
EMPLOYEES BY VETERAN'S PREFERENCE**

<b>EMPLOYMENT AS OF SEPTEMBER 30, 2000</b>						
	<b>WASHINGTON HEADQUARTERS</b>	<b>FEDERAL AID DIVISIONS</b>	<b>FEDERAL LANDS DIVISIONS</b>	<b>RESOURCE CENTERS</b>	<b>PROFESSIONAL DEVELOPMENT PROGRAM</b>	<b>TOTAL</b>
<b>5 Point</b>	101	112	85	16	2	316
<b>10 Point Other</b>	3					3
<b>DISABLED VETERANS</b>	10	25	13	3	1	52
<b>10 Point Disability</b>	2	6	4	1		13
<b>10 Point Compensable</b>	5	9	4	1	1	20
<b>30% Compensable</b>	3	10	5	1		19
<b>TOTAL EMPLOYEES</b>	<b>114</b>	<b>157</b>	<b>98</b>	<b>19</b>	<b>3</b>	<b>371</b>
<b>HIRES DURING FISCAL YEAR 2000</b>						
<b>5 Point</b>	9	7	5	1	2	24
<b>10 Point Other</b>			1			1
<b>DISABLED VETERANS</b>	1	5	2	1	1	10
<b>10 Point Disability</b>		1				1
<b>10 Point Compensable</b>		2		1	1	4
<b>30% Compensable</b>	1	2	2			5
<b>TOTAL EMPLOYEES</b>	<b>10</b>	<b>12</b>	<b>8</b>	<b>2</b>	<b>3</b>	<b>35</b>



**Federal Highway Administration  
Employees By Disabilities**

GRADE GROUPS	TOTAL EMPLOYMENT As of September 30, 2000					TOTAL	ALL HIRES During Fiscal Year 2000					TOTAL
	Washington Headquarters	Federal Aid Divisions	Federal Lands Divisions	Resource Centers	Professional Development Programs *		Washington Headquarters	Federal Aid Divisions	Federal Lands Divisions	Resource Centers	Professional Development Programs *	
REPORTED HANDICAP												
SES	2					2						0
GS/GM 14 - 15	13	5		1		19				1		1
GS/GM 13, GS 12	14	34	13	4		65						0
GS 9 - 11	3	4	12		5	24		2	2		4	8
GS 5 - 8	6	12	7	2	1	28	1	1	3			5
GS 1 - 4	1				2	3	2				2	4
OTHERS						0						0
Sub-Total	39	55	32	7	8	141	3	3	5	1	6	18
OPM TARGETED HANDICAP												
SES						0						0
GS/GM 14-15	1					1						0
GS/GM 13, GS 12	11	3	1	1		16						0
GS 9 - 11	2	2	2			6		1				1
GS 5 - 8		4	1			5						0
GS 1 - 4						0						0
OTHERS						0						0
Sub-Total	14	9	4	1	0	28	0	1	0	0	0	1
TOTAL	53	64	36	8	8	169	3	4	5	1	6	19

\* Includes Co-operative and Trans Tech Students.



# **SECTION IV**

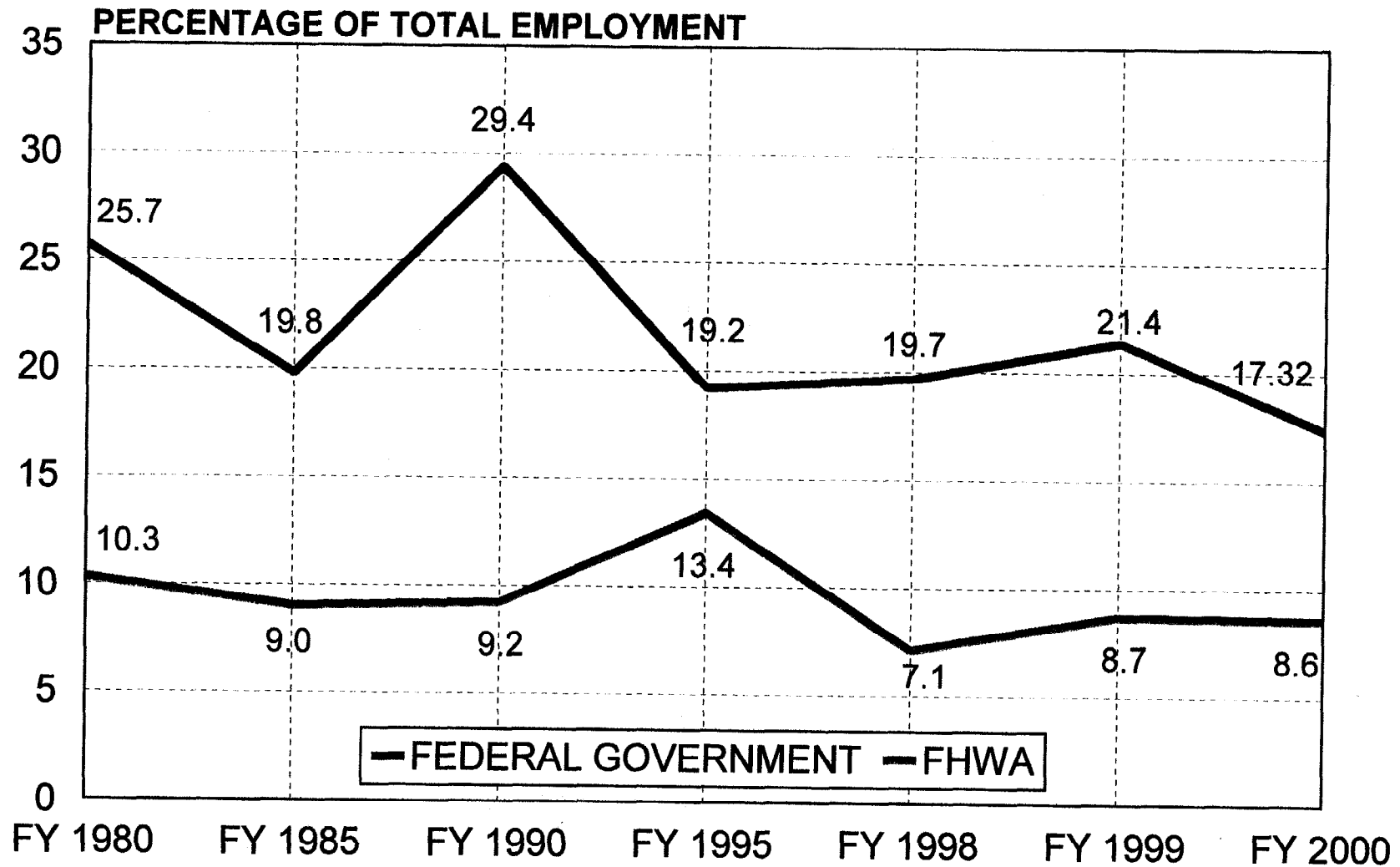
## **SEPARATION INFORMATION**



# SEPARATION RATES:

## FHWA vs. FEDERAL GOVERNMENT

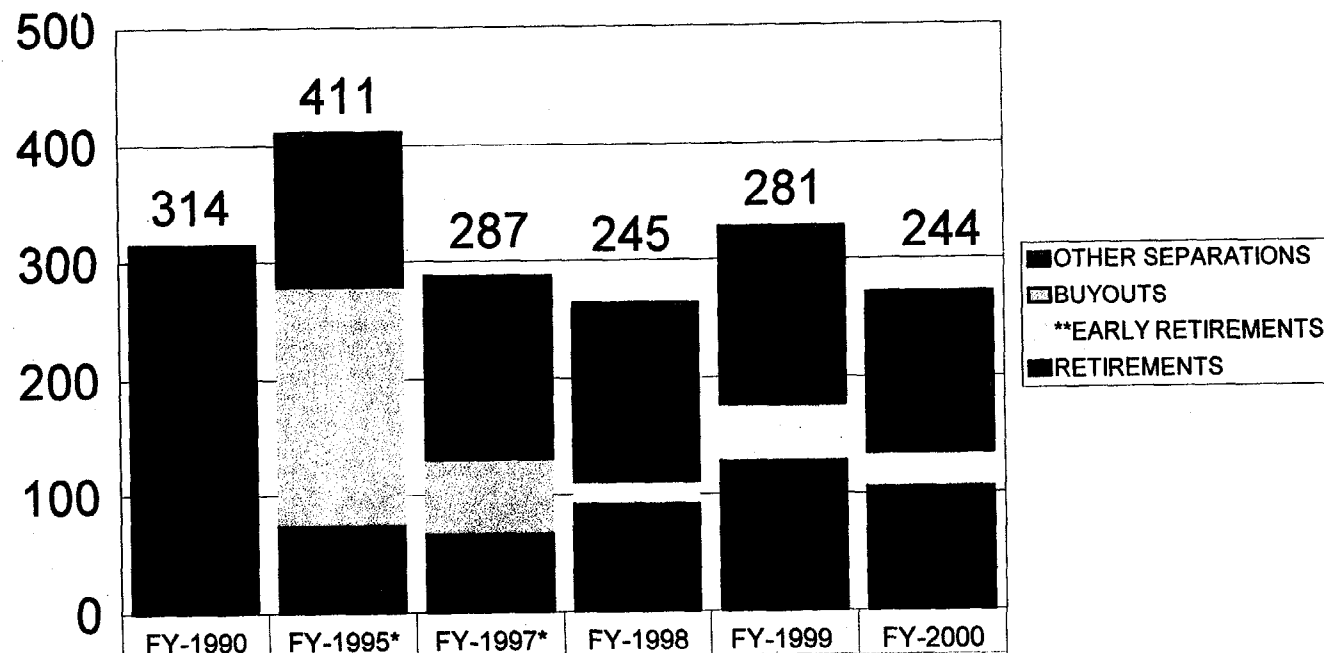
FY 1980 - FY 2000



# FHWA SEPARATION HISTORY

## TOTAL PERMANENT EMPLOYMENT

### FY 1990 - 2000



OTHER SEPARATIONS	FY-1990	FY-1995*	FY-1997*	FY-1998	FY-1999	FY-2000
BUYOUTS	208	132	157	152	152	137
**EARLY RETIREMENTS		203	61	18	47	27
RETIREMENTS	106	76	69	93	129	107

\*FY 1995 and 1997 increase in retirements was due to Voluntary Separation Incentive Program (Buyouts).

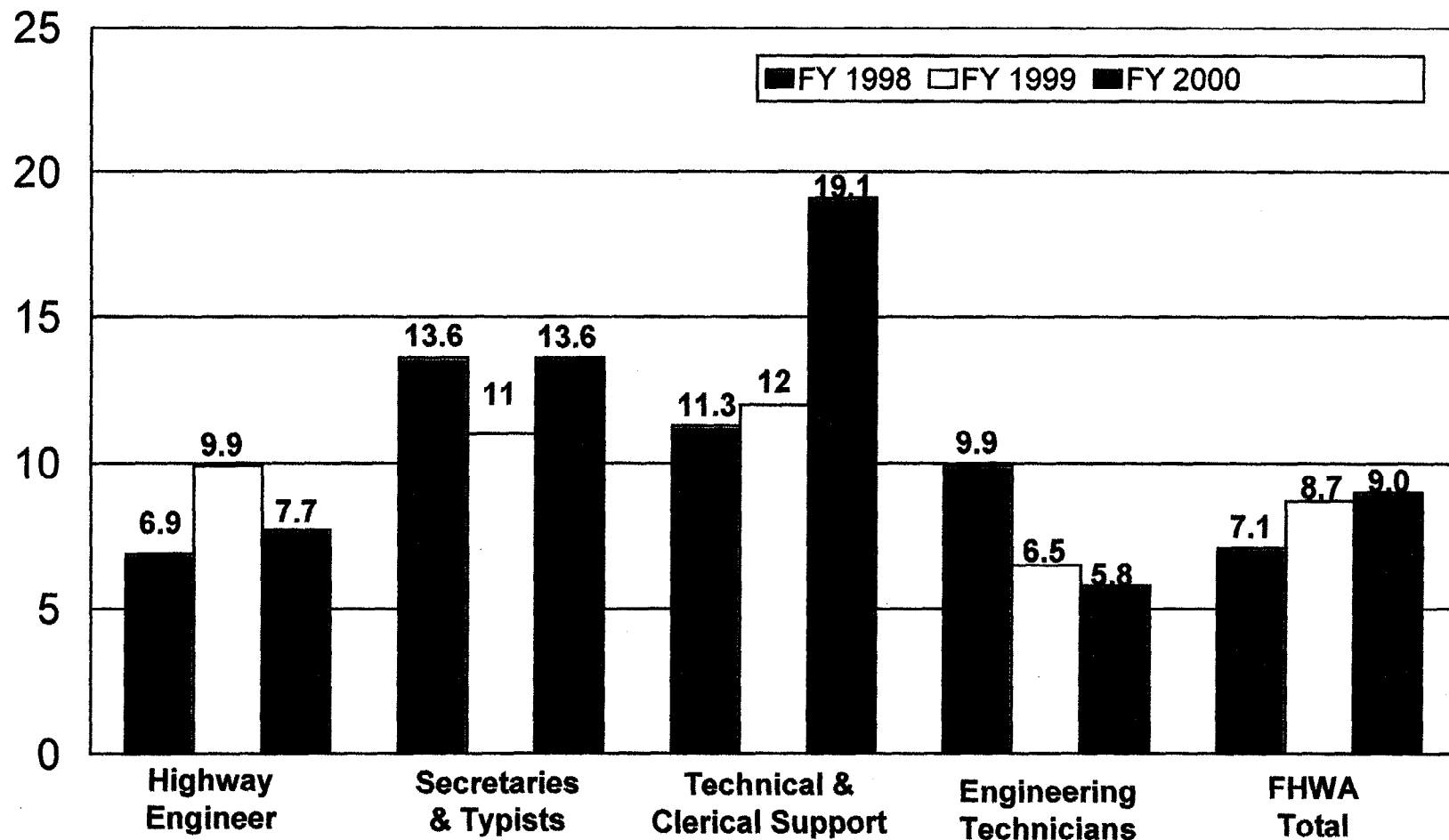
\*\*Early Retirements are included in Retirements

# FHWA SEPARATION RATES

## By Occupations

---

Percentage of Permanent Employees







# **SECTION V**

## **WORKFORCE PLANNING INFORMATION**



# FHWA WORKFORCE PLAN REPORT

## POSITION CATEGORY AND SPECIALTY REPORT

As of February 21, 2001

Position Specialty Description	Washington HQTRS	Resource Centers	Federal Aid Divisions	Federal Lands Division	TOTAL
<b>Executive</b>	<b>44</b>	<b>6</b>	<b>53</b>	<b>3</b>	<b>106</b>
HQ CBU MANAGER	7				7
DIRECTOR OF FIELD SERVICES		3			3
HQ OFFICE DIRECTOR	32				32
DIVISION ADMINISTRATOR			53		53
DIVISION ENGINEER				3	3
EXECUTIVE	1				1
RESOURCE CENTER MANAGER		3			3
HQ SBU MANAGER	4				4
<b>Technical Expert</b>	<b>159</b>	<b>72</b>	<b>106</b>	<b>99</b>	<b>436</b>
AIR QUALITY		5			5
CIVIL RIGHTS	5	4	4		13
DESIGN	2	3	4	43	52
ENVIRONMENT	6	10	17	17	50
FINANCE	4	6	4	3	17
GEOTECHNICAL	4	5	1	7	17
HYDRAULICS	3	2		5	10
INTELLIGENT TRANSPORTATION	32	8	9		49
MATERIALS	10	1	3	3	17
PAVEMENT	30	6	12		48
PLANNING	2	7	11	10	30
RIGHT-OF-WAY	18		12		30
SAFETY	18	7	12	1	38
STRUCTURE	25	8	17	10	60

# FHWA WORKFORCE PLAN REPORT

## POSITION CATEGORY AND SPECIALTY REPORT

As of February 21, 2001

Position Specialty Description	Washington HQTRS	Resource Centers	Federal Aid Divisions	Federal Lands Division	TOTAL
<b>Generalist/Program Specialist</b>	<b>406</b>	<b>30</b>	<b>725</b>	<b>398</b>	<b>1559</b>
ASSISTANT DIVISION ADMINISTRATOR			46		46
AIR QUALITY	7		2		9
AREA ENGINEER			109		109
ATTORNEY	38				38
HQ DIVISION CHIEF GENERALIST	2				2
HQ DIVISION CHIEF PROG SPEC	8				8
CIVIL RIGHTS	8	3	25		36
DESIGN			7	6	13
DISTRICT ENGINEER			9		9
ENGINEERING TECHNICIAN	2		1	38	41
ENVIRONMENT	23	1	49	1	74
ENGINEERING OR PROG COORDINATOR	9	1	11	3	24
FEDERAL AID PROG SPEC (OTHER)	2	7	16		25
FEDERAL AID GENERALIST (OTHER)	16	1	10		27
FINANCE	51	1	64		116
FEDERAL LANDS DESIGN /CONSTRUCTION				198	198
FEDERAL LANDS GENERALIST (OTHER)	1			11	12
FEDERAL LANDS PROG SPEC (OTHER)	7			55	62
FIELD OPERATIONS ENGINEER			24		24
FREIGHT SPECIALIST	6				6
GEOTECHNICAL	2	1		6	9
HYDRAULICS	2			1	3
INTELLIGENT TRANSPORTATION	21	2	25	1	49
MATERIALS	2		6	8	16
PAVEMENT	1		14	2	17

# FHWA WORKFORCE PLAN REPORT

## POSITION CATEGORY AND SPECIALTY REPORT

As of February 21, 2001

Position Specialty Description	Washington HQTRS	Resource Centers	Federal Aid Divisions	Federal Lands Division	TOTAL
<b>Generalist/Program Specialist</b>					
PLANNING	28		80	3	111
POLICY SPECIALIST	37				37
RIGHT-OF-WAY	6		32	4	42
SAFETY	13	3	30	1	47
STRATEGIC PLANNING OR QUALITY COORD	6	3	7	4	20
STRUCTURE	8		44	19	71
TEAM LEADER GENERALIST	21	6	39	25	91
TEAM LEADER PROG SPEC	44	1	20	3	68
TRANSPORTATION ENGINEER	27		55	9	91
TRAINING SPECIALIST	8				8
<b>Administrative Support</b>	<b>286</b>	<b>33</b>	<b>210</b>	<b>85</b>	<b>614</b>
ADMINISTRATIVE SUPPORT (OTHER)	45	1	22	17	85
BUDGET ANALYST	10	2			12
COMPUTER/IRM SPECIALIST	27	5	33	15	80
CONTRACT SPECIALIST	23		1	8	32
GENERAL ADMINISTRATIVE SUPPORT	62	15	136	30	243
MANAGEMENT ANALYST	24	3	4	1	32
OTHER ADMINISTRATIVE SPECIALIST	56	7	14	12	89
PERSONNEL SPECIALIST	39			2	41
<b>TOTAL</b>	<b>895</b>	<b>141</b>	<b>1094</b>	<b>585</b>	<b>2715</b>

**FHWA WORKFORCE PLAN REPORT**  
**POSITION CATEGORY AND SPECIALTY BY GRADE**  
**As of February 21, 2001**

Position Specialty Description	SES	GRADE 15	GRADE 14	GRADE 13	GRADE 12	GRADE 9-11	GRADE 5-8	GRADE 1-4	WAGE GRADE	TOTAL
<b>Executive</b>	<b>41</b>	<b>64</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106</b>
HQ CBU MANAGER	7									7
DIRECTOR OF FIELD SERVICES	3									3
HQ OFFICE DIRECTOR	24	8								32
DIVISION ADMINISTRATOR		52	1							53
DIVISION ENGINEER	3									3
EXECUTIVE	1									1
RESOURCE CENTER MANAGER		3								3
HQ SBU MANAGER	3	1								4
<b>Technical Expert</b>	<b>0</b>	<b>33</b>	<b>95</b>	<b>194</b>	<b>79</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>436</b>
AIR QUALITY			2	3						5
CML RIGHTS			5	1	4	3				13
DESIGN			3	19	15	15				52
ENVIRONMENT			2	20	22	6				50
FINANCE			3	11		3				17
GEOTECHNICAL		1	5	4	6	1				17
HYDRAULICS		4		3	3					10
INTELLIGENT TRANSPORTATION		13	16	16	2	2				49
MATERIALS		1	6	8	2					17
PAVEMENT		6	11	23	8					48
PLANNING			8	15	7					30
RIGHT-OF-WAY		1	4	22	2	1				30
SAFETY		2	11	17	7	1				38
STRUCTURE		5	19	32	1	3				60

**FHWA WORKFORCE PLAN REPORT**  
**POSITION CATEGORY AND SPECIALTY BY GRADE**  
**As of February 21, 2001**

Position Specialty Description	SES	GRADE 15	GRADE 14	GRADE 13	GRADE 12	GRADE 9-11	GRADE 5-8	GRADE 1-4	WAGE GRADE	TOTAL
<b>Generalist/Program Specialist</b>	<b>3</b>	<b>87</b>	<b>200</b>	<b>486</b>	<b>436</b>	<b>240</b>	<b>76</b>	<b>29</b>	<b>2</b>	<b>1559</b>
ASSISTANT DIVISION ADMINISTRATOR			46							46
AIR QUALITY			2	5	2					9
AREA ENGINEER				17	88	3	1			109
ATTORNEY	2	14	15	4		2	1			38
HQ DIVISION CHIEF GENERALIST		2								2
HQ DIVISION CHIEF PROG SPEC		7	1							8
CIVIL RIGHTS		2	1	10	12	8	3			36
DESIGN				3	9	1				13
DISTRICT ENGINEER			5	4						9
ENGINEERING TECHNICIAN					7	24	10			41
ENVIRONMENT		1	6	33	28	6				74
ENGINEERING OR PROG COORDINATOR		3	6	11	3	1				24
FEDERAL AID PROG SPEC (OTHER)		1	5	6	10	2	1			25
FEDERAL AID GENERALIST (OTHER)	1	1	4	12	5	2	1	1		27
FINANCE		2	11	47	23	14	18	1		116
FEDERAL LANDS DESIGN /CONSTRUCTION			3	13	53	86	24	19		198
FEDERAL LANDS GENERALIST (OTHER)			1	1	9	1				12
FEDERAL LANDS PROG SPEC (OTHER)			4	17	21	14	5		1	62
FIELD OPERATIONS ENGINEER				16	7	1				24
FREIGHT SPECIALIST			4	2						6
GEOTECHNICAL			1	2	2	3			1	9
HYDRAULICS		1		1		1				3
INTELLIGENT TRANSPORTATION		3	6	21	14	5				49
MATERIALS				3	2	8	3			16
PAVEMENT		1		5	10	1				17
PLANNING		1	13	47	40	8	1	1		111
POLICY SPECIALIST		4	14	14	4	1				37
RIGHT-OF-WAY				28	5	8	1			42
SAFETY			3	27	14	3				47
STRATEGIC PLANNING OR QUALITY COORD			5	9	3	3				20
STRUCTURE		1	1	35	28	6				71
TEAM LEADER GENERALIST		16	23	48	4					91
TEAM LEADER PROG SPEC		27	18	21	2					68
TRANSPORTATION ENGINEER			1	17	31	28	7	7		91
TRAINING SPECIALIST			1	7						8

**FHWA WORKFORCE PLAN REPORT**  
**POSITION CATEGORY AND SPECIALTY BY GRADE**  
**As of February 21, 2001**

Position Specialty Description	SES	GRADE 15	GRADE 14	GRADE 13	GRADE 12	GRADE 9-11	GRADE 5-8	GRADE 1-4	WAGE GRADE	TOTAL
<b>Administrative Support</b>	<b>0</b>	<b>5</b>	<b>35</b>	<b>96</b>	<b>83</b>	<b>77</b>	<b>309</b>	<b>5</b>	<b>4</b>	<b>614</b>
ADMINISTRATIVE SUPPORT (OTHER)				2		10	68	1	4	85
BUDGET ANALYST		1	4	3	1	1	2			12
COMPUTER/IRM SPECIALIST		1	13	16	38	11	1			80
CONTRACT SPECIALIST			4	14	8	5	1			32
GENERAL ADMINISTRATIVE SUPPORT				2	2	22	213	4		243
MANAGEMENT ANALYST		1	2	20	7	2				32
OTHER ADMINISTRATIVE SPECIALIST		2	5	18	19	21	24			89
PERSONNEL SPECIALIST			7	21	8	5				41
<b>TOTAL</b>	<b>44</b>	<b>189</b>	<b>331</b>	<b>776</b>	<b>598</b>	<b>352</b>	<b>385</b>	<b>34</b>	<b>6</b>	<b>2715</b>



**FHWA WORKFORCE PLAN REPORT**  
**POSITION CATEGORY AND SPECIALTY BY RETIREMENT ELIGIBILITY**  
**As of February 21, 2001**

Position Specialty Description	Eligible Now	Eligible within 1-5 years	Eligible within 6-10 years	Between Now and 10 years	Percent Eligibles
<b>Executive</b>	<b>36</b>	<b>35</b>	<b>25</b>	<b>96</b>	<b>7.5%</b>
HQ CBU MANAGER	1	2	3		
DIRECTOR OF FIELD SERVICES	1	2	0		
HQ OFFICE DIRECTOR	10	7	12		
DIVISION ADMINISTRATOR	18	21	8		
DIVISION ENGINEER	2	1			
EXECUTIVE	1				
RESOURCE CENTER MANAGER	2	1			
HQ SBU MANAGER	1	1	2		
<b>Technical Expert</b>	<b>61</b>	<b>87</b>	<b>73</b>	<b>221</b>	<b>17.3%</b>
AIR QUALITY			1		
CIVIL RIGHTS	1	4	1		
DESIGN	4	11	9		
ENVIRONMENT	4	10	11		
FINANCE	2	5	1		
GEOTECHNICAL	3	2	3		
HYDRAULICS	2		2		
INTELLIGENT TRANSPORTATION	4	13	4		
MATERIALS	3	3	3		
PAVEMENT	6	11	10		
PLANNING	2	1	6		
RIGHT-OF-WAY	12	9	2		
SAFETY	9	6	3		
STRUCTURE	9	12	17		

**FHWA WORKFORCE PLAN REPORT**  
**POSITION CATEGORY AND SPECIALTY BY RETIREMENT ELIGIBILITY**  
**As of February 21, 2001**

Position Specialty Description	Eligible Now	Eligible within 1-5 years	Eligible within 6-10 years	Between Now and 10 years	Percent Eligibles
<b>Generalist/Program Specialist</b>	<b>204</b>	<b>229</b>	<b>227</b>	<b>660</b>	<b>51.5%</b>
ASSISTANT DIVISION ADMINISTRATOR	9	8	9		
AIR QUALITY	1				
AREA ENGINEER	19	6	13		
ATTORNEY	4	9	7		
HQ DIVISION CHIEF GENERALIST	1	1			
HQ DIVISION CHIEF PROG SPEC	3	2	2		
CIVIL RIGHTS	2	8	7		
DESIGN	3	2	3		
DISTRICT ENGINEER	4	2	1		
ENGINEERING TECHNICIAN	4	7	10		
ENVIRONMENT	11	9	10		
ENGINEERING OR PROG COORDINATOR	5	3	4		
FEDERAL AID PROG SPEC (OTHER)	3	4	7		
FEDERAL AID GENERALIST (OTHER)	7	2	4		
FINANCE	16	25	30		
FEDERAL LANDS DESIGN /CONSTRUCTION	19	19	25		
FEDERAL LANDS GENERALIST (OTHER)	1	2	1		
FEDERAL LANDS PROG SPEC (OTHER)	6	10	6		
FIELD OPERATIONS ENGINEER	2	2	4		
FREIGHT SPECIALIST	1	1	2		
GEOTECHNICAL	1	1	1		
HYDRAULICS	1				
INTELLIGENT TRANSPORTATION	2	9	6		
MATERIALS		2	3		
PAVEMENT	2	3	1		
PLANNING	17	9	9		
POLICY SPECIALIST	3	9	6		
RIGHT-OF-WAY	8	12	6		

**FHWA WORKFORCE PLAN REPORT**  
**POSITION CATEGORY AND SPECIALTY BY RETIREMENT ELIGIBILITY**  
**As of February 21, 2001**

Position Specialty Description	Eligible Now	Eligible within 1-5 years	Eligible within 6-10 years	Between Now and 10 years	Percent Eligibles
<b>Generalist/Program Specialist</b>					
SAFETY	5	8	7		
STRATEGIC PLANNING OR QUALITY COORD		5			
STRUCTURE	10	7	8		
TEAM LEADER GENERALIST	15	22	12		
TEAM LEADER PROG SPEC	9	17	16		
TRANSPORTATION ENGINEER	8	2	6		
TRAINING SPECIALIST	2	1	1		
<b>Administrative Support</b>	<b>70</b>	<b>102</b>	<b>132</b>	<b>304</b>	<b>23.7%</b>
ADMINISTRATIVE SUPPORT (OTHER)	7	11	21		
BUDGET ANALYST	3		5		
COMPUTER/IRM SPECIALIST	6	13	15		
CONTRACT SPECIALIST	1	7	5		
GENERAL ADMINISTRATIVE SUPPORT	31	44	54		
MANAGEMENT ANALYST	3	6	8		
OTHER ADMINISTRATIVE SPECIALIST	11	14	16		
PERSONNEL SPECIALIST	8	7	8		
<b>TOTAL</b>	<b>371</b>	<b>453</b>	<b>457</b>	<b>1281</b>	

**FHWA WORKFORCE PLAN REPORT**  
**AVERAGES FOR POSITION CATEGORY AND SPECIALTY**  
**As of February 21, 2001**

Position Specialty Description	Average Age	Average Length of Service	Average Time in Grade	Average Time in Position
<b>Executive</b>	<b>47.33</b>	<b>29.37</b>	<b>7.01</b>	<b>2.04</b>
HQ CBU MANAGER	50.39	23.89	6.72	2.93
DIRECTOR OF FIELD SERVICES	54.15	32.2	7.61	0.56
HQ OFFICE DIRECTOR	52.39	26.01	6.29	1.77
DIVISION ADMINISTRATOR	52.67	29.16	4.87	1.72
DIVISION ENGINEER	55.1	30.06	1.27	1.27
EXECUTIVE	55.67	32.49	19.49	6.19
RESOURCE CENTER MANAGER	57.16	34.04	2.53	0.66
HQ SBU MANAGER	51.48	27.14	7.26	1.23
<b>Technical Expert</b>	<b>43.31</b>	<b>17.54</b>	<b>6.07</b>	<b>1.39</b>
AIR QUALITY	44.09	10.82	5.21	1.47
CIVIL RIGHTS	45.11	13.79	3.5	0.9
DESIGN	44.87	19.55	4.91	1.12
ENVIRONMENT	46.14	16.77	5.77	1.52
FINANCE	45.15	18.95	7.36	1.35
GEOTECHNICAL	46.38	17.26	6.82	1.78
HYDRAULICS	45.53	16.81	2.79	1.5
INTELLIGENT TRANSPORTATION	45.23	13.97	4.53	1.2
MATERIALS	47.65	16.73	6.59	1.32
PAVEMENT	46.86	20.26	6.99	1.28
PLANNING	41.84	15.08	4.29	1.33
RIGHT-OF-WAY	54.24	25.16	11.99	1.62
SAFETY	48.09	19.64	6.8	1.4
STRUCTURE	49.21	20.8	7.45	1.7

**FHWA WORKFORCE PLAN REPORT**  
**AVERAGES FOR POSITION CATEGORY AND SPECIALTY**  
**As of February 21, 2001**

Position Specialty Description	Average Age	Average Length of Service	Average Time in Grade	Average Time in Position
<b>Generalist/Program Specialist</b>	<b>36.69</b>	<b>14.04</b>	<b>4.24</b>	<b>1.35</b>
ASSISTANT DIVISION ADMINISTRATOR	47.68	23.22	4.32	1.54
AIR QUALITY	40.81	13.33	2.51	0.96
AREA ENGINEER	43.89	15.63	7.83	1.44
ATTORNEY	46.32	16.53	6.58	1.4
HQ DIVISION CHIEF GENERALIST	53.11	28.84	4.36	4.17
HQ DIVISION CHIEF PROG SPEC	53.71	26.31	8.51	2.54
CIVIL RIGHTS	45.7	17.03	3.54	1.13
DESIGN	47.27	20.26	9.78	2.29
DISTRICT ENGINEER	51.84	28.63	8.09	1.68
ENGINEERING TECHNICIAN	46.72	15.96	3.97	2.29
ENVIRONMENT	45.37	13.96	4.89	1.26
ENGINEERING OR PROG COORDINATOR	46.46	19.73	3.86	1.13
FEDERAL AID PROG SPEC (OTHER)	45.39	16.71	5.19	1.3
FEDERAL AID GENERALIST (OTHER)	45.32	17.26	4.65	0.95
FINANCE	47.38	20.99	7.35	2.19
FEDERAL LANDS DESIGN /CONSTRUCTION	41.53	12.19	2.83	1.91
FEDERAL LANDS GENERALIST (OTHER)	43.63	16.57	4.24	2.53
FEDERAL LANDS PROG SPEC (OTHER)	45.08	14.72	3.68	2.06
FIELD OPERATIONS ENGINEER	41.15	14.12	5.08	1.55
FREIGHT SPECIALIST	50.76	17.99	3.77	1.36
GEOTECHNICAL	43.67	13.32	3.47	1.26
HYDRAULICS	43.07	16.35	2.65	1.38
INTELLIGENT TRANSPORTATION	42.36	12.18	3.82	1.41
MATERIALS	42.76	13.3	4.23	1.4
PAVEMENT	45.59	16.28	9.44	1.49
PLANNING	42.58	13.87	6.34	1.34
POLICY SPECIALIST	44.73	15.79	4.55	1.53
RIGHT-OF-WAY	50.1	20.16	8.86	1.74

**FHWA WORKFORCE PLAN REPORT**  
**AVERAGES FOR POSITION CATEGORY AND SPECIALTY**  
**As of February 21, 2001**

Position Specialty Description	Average Age	Average Length of Service	Average Time in Grade	Average Time in Position
<b>Generalist/Program Specialist</b>	<b>13.11</b>	<b>5.33</b>	<b>1.29</b>	<b>0.49</b>
SAFETY	42.89	16.04	6.22	1.34
STRATEGIC PLANNING OR QUALITY COORD	42.67	14.74	3.95	1.63
STRUCTURE	43.42	15.77	8.26	1.8
TEAM LEADER GENERALIST	47.29	21.74	6.74	1.77
TEAM LEADER PROG SPEC	48.67	20.98	4.77	1.62
TRANSPORTATION ENGINEER	37.36	9.43	3.99	1.03
TRAINING SPECIALIST	49.54	16.16	8	1.36
<b>Administrative Support</b>	<b>45.50</b>	<b>18.95</b>	<b>4.14</b>	<b>1.74</b>
ADMINISTRATIVE SUPPORT (OTHER)	42.59	13.17	2.81	1.19
BUDGET ANALYST	47.12	21.59	4.78	2.45
COMPUTER/IRM SPECIALIST	45.11	19	4.58	2.03
CONTRACT SPECIALIST	44.48	17.01	3.83	1.89
GENERAL ADMINISTRATIVE SUPPORT	45.78	17.47	4.45	1.66
MANAGEMENT ANALYST	46.64	21.36	6.18	2.07
OTHER ADMINISTRATIVE SPECIALIST	44.78	20.2	3.5	1.44
PERSONNEL SPECIALIST	47.47	21.8	2.98	1.17
<b>TOTAL</b>	<b>43.20</b>	<b>19.98</b>	<b>5.36</b>	<b>1.63</b>



